

AGENDA

In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://mansfieldct.gov/video> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity).

Public Comment will be accepted by email at TownMngr@mansfieldct.org or by USPS mail at 4 South Eagleville Road, Mansfield CT 06268 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting). Additionally, public comment can be phoned in live. Please email TownMngr@mansfieldct.org or call 860-429-3336 ext. 5 by 4:00PM on the day of the meeting to receive instructions for how to phone in public comment.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- A. [06.02.2020 SPECIAL Meeting Draft Minutes](#) 5 - 12
[06.04.2020 SPECIAL Meeting Draft Minutes](#)
[06.08.2020 REGULAR Meeting Draft Minutes](#)

4. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

5. REPORT OF THE TOWN MANAGER / COVID 19 UPDATE

6. REPORTS AND COMMENTS OF COUNCIL MEMBERS

7. OLD BUSINESS

- A. **Appointment of Interim Town Manager (Item #8B, 3-23-20 Agenda)** 13 - 18
[AIS - Appointment of Interim Town Manager](#)
[Legal opinion from Town Attorney](#)
[Relevant sections of Mansfield Town Charter](#)

8. NEW BUSINESS

- A. **Appointment to Mansfield Downtown Partnership Board of Directors** 19
[AIS - Appointment to Mansfield Downtown Partnership Board of Directors](#)

B.	Proclamation Designating the Month of July as National Parks and Recreation Month in the Town of Mansfield	21 - 37
	AIS - Proclamation Designating the Month of July as National Parks and Recreation Month in the Town of Mansfield Communication from Assistant Director of Parks and Recreation Proposed Proclamation designating the Month of July as National Parks and Recreation Month 111th Congress House Resolution 288 Mansfield Parks and Recreation Department July 2020 Activity Calendar National Recreation and Parks Association Fact Sheet – Why Parks and Recreation are Essential Public Services Press Release Parks and Recreation: A True Health Solution	
C.	Historic Documents Preservation Grant	39 - 43
	AIS - Historic Documents Preservation Grant Proposed Grant Application	
D.	FY 2020-2021 Non-Union Compensation (Cost of Living Adjustment, Payment in Lieu of Health Insurance and Tuition Reimbursement)	45 - 48
	AIS - FY 2020-2021 Non-Union Compensation (Cost of Living Adjustment, Payment in Lieu of Health Insurance and Tuition Reimbursement) Positions Impacted by Changes to Nonunion Compensation	
E.	PILOT (Payment In Lieu of Taxes) Agreements – Mansfield Non-Profit Housing Development Corporation (the MNDHC) + Town of Mansfield	49 - 57
	AIS - PILOT (Payment In Lieu of Taxes) Agreements – Mansfield Non-Profit Housing Development Corporation (the MNDHC) + Town of Mansfield Agreement for Payments In Lieu of Taxes with the Mansfield Non-Profit Housing Authority – Property to be developed at 113-121 South Eagleville Road Agreement for Payments In Lieu of Taxes with the Mansfield Non-Profit Housing Authority – Property located at Zygmunt Drive	
9.	REPORTS OF COUNCIL COMMITTEES	
A.	Committee on Committees June 11 2020 Recommendations	59
10.	DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS	
11.	PETITIONS, REQUESTS AND COMMUNICATIONS	
A.	Storrs Center Parking Operation Financial Report (May 2020)	61 - 66
B.	Mansfield 2020 Census Self-Response Rates (6.2.20)	67 - 68
C.	UConn Official Announcement, email re: Plans for Reopening in the Fall (6.10.20)	69 - 70
D.	Eversource Flexible Payment Plans (6.11.20)	71

E.	V. Alfred (6.15.20)	73 - 74
F.	J. Carrington, letter re: Appointment of LGBTQ Liaison (6.16.20)	75

12. FUTURE AGENDAS

13. ADJOURNMENT

GoToMeeting | Audrey P. Beck Municipal Building
4 So. Eagleville Road, Mansfield, CT

DRAFT MINUTES

CALL TO ORDER

Mayor Moran called the special meeting of the Mansfield Town Council to order at 7:00 p.m. on GoToMeeting.

ROLL CALL

Present: Ausburger (*arrival noted below*), Berthelot, Bruder, Fratoni, Kochenburger, Moran, Schurin, Shaiken
Excused: Freudmann

1. PRESENTATION OF THE TOWN COUNCIL PROPOSED BUDGET

Chair of the Finance Committee Mr. Kochenburger gave a presentation on the Council's proposed FY 2020/21 budget including the budget process, key points, revenue outlook, expenditure trends, Council's adjustments to the Manager's proposed budget, Board of Education expenditure trends, and capital fund expenditures.

2. PUBLIC HEARING ON THE FISCAL YEAR 2020-2021 BUDGET

[*Mr. Ausburger arrived*]

The Town Clerk read the legal notice. Mayor Moran asked for comments. No comments were offered. Mr. Carrington read emails from Jim Raynor, Ellen Tulman, Rachel Girshick, David Palmer, and J. Peter Gogarten. (Supporting documentation will be included as a communication in the June 8, 2020 packet.)

Mayor Moran continued the public hearing to June 8, 2020.

ADJOURNMENT

Mr. Kochenburger **moved** and Ms. Berthelot seconded to adjourn the meeting at 7:39 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

GoToMeeting | Audrey P. Beck Municipal Building
4 So. Eagleville Road, Mansfield, CT

DRAFT MINUTES

CALL TO ORDER

Mayor Moran called the special meeting of the Mansfield Town Council to order at 6:30 p.m. on GoToMeeting and led a moment of silence in honor of George Flynn.

ROLL CALL

Present: Ausburger, Berthelot, Bruder, Fratoni, Kochenburger, Moran, Schurin, Shaiken

1. STAFF REPORTS

Finance Director Cherie Trahan presented the vehicle report requested by Mr. Ausburger.

2. PUBLIC HEARING ON THE FISCAL YEAR 2020-2021 BUDGET

Mayor Moran asked for comments. No comments were offered. Mr. Carrington read an email from Jim Raynor. (Supporting documentation will be included as a communication in the June 22, 2020 packet.) Mayor Moran closed the public hearing.

3. ADOPTION OF BUDGET AND RECOMMENDED APPROPRIATIONS

Mr. Kochenburger **moved** and Mr. Bruder seconded to adopt the following resolutions:

WHEREAS, Governor Lamont has declared Public Health and Civil Preparedness Emergencies on March 10, 2020, and issued a series of Executive Orders, including Executive Order 71; and

WHEREAS, Executive Order 71, Section 13 eliminates any in-person voting requirements for the purposes of adopting a Fiscal Year 2020-2021 budget and requires the Town Council to adopt a Fiscal Year 2020-2021 municipal budget;

NOW THEREFORE, be it:

RESOLVED: That the proposed General Fund Budget for the Town of Mansfield for fiscal year July 1, 2020 to June 30, 2021 in the amount of \$43,997,740 which proposed budget was adopted by the Council on May 26, 2020, be adopted and

Audrey P. Beck Building | 4 South Eagleville Road, Mansfield, CT 06268 | 860.429.3336 | mansfieldct.gov
June 4, 2020

that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

RESOLVED: That in accordance with Connecticut General Statutes Section 10-51, the proportionate share for the Town of Mansfield of the annual budget for Regional School District No. 19 shall be added to the General Fund Budget appropriation for the Town of Mansfield for fiscal year July 1, 2020 to June 30, 2021 and said sums shall be paid by the Town to the Regional School District as they become available.

RESOLVED: That the proposed Capital Projects Budget for fiscal year July 1, 2020 to June 30, 2021 in the amount of \$3,499,770 be adopted provided that the portion proposed to be funded by bonds or notes shall, at the appropriate times, be introduced for action by the Town Council subject to a vote by referendum as required by Section 407 of the Town Charter.

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2020 to June 30, 2021 in the amount of \$2,717,730 be adopted.

Motion **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

4. **SETTING THE MILL RATE FOR FISCAL YEAR 2020/21**

Ms. Trahan reviewed the tax bill insert.

Mr. Kochenburger **moved** and Mr. Shaiken seconded to adopt the following resolution:

BE IT RESOLVED: That the Tax Rate for the town of Mansfield for Fiscal Year 2020/21 be set at 31.38 mills, and the Collector of Revenue be authorized and directed to prepare and mail to each taxpayer tax bills in accordance with Connecticut General Statutes, as amended, and that such taxes shall be due and payable July 1, 2020 and January 1, 2021.

Motion **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

ADJOURNMENT

Mr. Kochenburger **moved** and Mr. Bruder seconded to adjourn the meeting at 7:04 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

GoToMeeting | Audrey P. Beck Municipal Building
4 So. Eagleville Road, Mansfield, CT

DRAFT MINUTES

1. CALL TO ORDER

Mayor Moran called the regular meeting of the Mansfield Town Council to order at 7:00 p.m. on GoToMeeting.

2. ROLL CALL

Present: Ausburger (*see below for arrival*), Berthelot, Bruder, Fratoni, Freudmann, Kochenburger, Moran, Schurin, Shaiken

3. APPROVAL OF MINUTES

Mr. Shaiken **moved** and Mr. Schurin seconded to approve the minutes of the May 26, 2020 regular meeting as presented.

Mr. Freudmann's request to correct a scrivener's error from \$7,550 to \$5,750 within the motion regarding Veterans Services and the Windham Area No Freeze Shelter was approved by Mayor Moran.

Motion to approve the minutes **passed** with all in favor.

Mr. Bruder **moved** and Mr. Kochenburger seconded to approve the minutes of the May 26, 2020 special meeting as presented. Motion **passed** with all in favor.

4. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

None.

[Mr. Ausburger arrived.]

5. REPORT OF THE TOWN MANAGER/COVID 19 UPDATE

Interim Town Manager John Carrington presented his written report.

6. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mr. Schurin reported that he attended the recent march in Willimantic and was impressed with number of people wearing masks and staying socially distanced. Mayor Moran reported that she was at the march as well and had similar observations.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. Neighborhood Assistance Act Programs

Director of Planning and Development Linda Painter briefly explained program requirements.

Mr. Bruder **moved** and Ms. Berthelot seconded to schedule a public hearing for 7:00 PM at the Town Council's regular meeting on Monday, July 13, 2020, to solicit public comment regarding potential program applications to the Neighborhood Assistance Program. Motion **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

B. Mansfield Opportunity Zone Action Plan

Advance CT Vice President of Partnerships Courtney Hendricson presented an Opportunity Zone action plan project recap including the scope of the plan, key parcels, developer incentive analysis, stakeholder engagement, market feasibility analysis, and next steps. Councilors discussed, debated, and asked questions regarding the plan.

C. Approval of Subordination Agreement between the Town of Mansfield and the Connecticut Department of Energy and Environmental Protection ("DEEP")

Mr. Carrington summarized the agreement.

Mr. Shaiken **moved** and Mr. Bruder seconded to authorize Interim Town Manager John Carrington to sign the Subordination Agreement between the Town of Mansfield and Connecticut Department of Energy and Environmental Protection. Motion **passed** unanimously.

D. Memorandum of Understanding between Town of Mansfield/University of Connecticut/Mansfield Downtown Partnership, Inc. for Operations of the Mansfield Downtown Partnership, Inc.

Mr. Shaiken **moved** and Ms. Berthelot seconded, effective July 1, 2020, to authorize Interim Town Manager John Carrington to execute the Memorandum of Understanding (MOU) between the Town of Mansfield/University of Connecticut/Mansfield Downtown Partnership, Incorporated regarding operations of the Mansfield Downtown Partnership with a term expiring on June 30, 2023. Motion **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

E. Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Employee Benefits, Financial Management, Information Technology, and Risk Management Services

Mr. Shaiken **moved** and Mr. Bruder seconded, effective July 1, 2020, to authorize Interim Town Manager John Carrington to execute the Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Incorporated for Employee Benefits, Financial Management, Information Technology, and Risk Management Services, with a term expiring on June 30, 2023. Motion **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

F. Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Economic Development Services

Mr. Bruder **moved** and Ms. Berthelot seconded, effective July 1, 2020, to authorize Interim Town Manager John Carrington to execute the Agreement between the Town of Mansfield and the Mansfield Downtown Partnership for Economic Development Services with a Term expiring on June 30, 2023. Motion **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

G. Donation from Nature’s Medicines for Community Building Projects

Mr. Bruder **moved** and Ms. Berthelot seconded to authorize Interim Town Manager John Carrington to execute the Agreement between the Town of Mansfield and Nature’s Medicines for the donation of \$75,000 for community building projects in Mansfield. Motion **passed** unanimously.

H. Silver Sneakers Survey

Director of Parks and Recreation Curt Vincente reviewed the survey results and answered Councilor questions regarding the Silver Sneakers program. Staff will prepare and provide additional information, options, and recommendations regarding finances and programming.

9. REPORTS OF COUNCIL COMMITTEES

Finance Committee Chair Mr. Kochenburger reported there will be a special meeting tomorrow to discuss the Town’s liability insurance.

Committee on Committees Chair Mr. Bruder reported the Committee will meet on Thursday.

10. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS

None.

11. PETITIONS, REQUESTS AND COMMUNICATIONS

A. E. Wassmundt (5.23.20)

B. E. Tulman (5.30.20)

C. R. Girshick (5.31.20)

D. J. Gogarten (6.1.20)

E. D. Palmer (6.1.20)

F. J. Raynor (6.1.20)

G. J. Carrington, C. Trahan - Answers to Councilor Freudmann's Questions re: Silver Sneakers (6.2.20)

H. CT DPH Press Release re: Annual Fish Consumption Advisory (6.4.20)

12. FUTURE AGENDAS

- Parks and Recreation Budget
- Juvenile Review Board Update

13. ADJOURNMENT

Mr. Kochenburger **moved** and Ms. Berthelot seconded to adjourn the meeting at 9:39 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Antonia Moran, Mayor *Antonia Moran*
CC: John C. Carrington, Interim Town Manager
Date: June 22, 2020
Re: Appointment of Interim Town Manager

Subject Matter/Background

On July 17, 2019, the Town Council appointed John C. Carrington to serve as Interim Town Manager, for the 90-day period from July 17, 2019 through October 15, 2019. On September 23, 2019, the Town Council appointed John C. Carrington to serve as Interim Town Manager, for the 90-day period from October 15, 2019 through January 13, 2020. On December 9, 2019, the Town Council appointed John C. Carrington to serve as Interim Town Manager, for the 90-day period from January 13, 2020 through April 11, 2020. On March 23, 2020, the Town Council appointed John C. Carrington to serve as Interim Town Manager, for the 90-day period from April 11, 2020 through July 10, 2020. In view of the schedule for the Town Manager recruitment process, the Council needs to extend Mr. Carrington's appointment as Interim Town Manager for an additional 90 days beginning on July 10, 2020 through October 8, 2020.

I am recommending that the Town Council appoint John C. Carrington as Interim Town Manager up to a maximum of 90 days through October 8, 2020, with the caveat that if the selection and appointment of a permanent Town Manager occurs prior to October 8, 2020, this interim appointment will terminate on the date upon which the permanent Town Manager officially begins work in Mansfield. During Mr. Carrington's interim appointment as Town Manager, Derek Dilaj, Assistant Town Engineer will be Acting Public Works Director/Town Engineer.

Financial Impact

I recommend that Mr. Carrington would continue to receive a 10% increase to his current compensation while he serves as Interim Town Manager.

Legal Review

Town Attorney Kevin Deneen has reviewed and approved the form of the proposed resolution below.

Recommendation

I am recommending that John C. Carrington be appointed as Interim Town Manager for a fourth time, for a period to cover July 10, 2020 through October 8, 2020, which would

only terminate sooner in the event that the Council appoints a permanent Town Manager and that person officially begins work in Mansfield prior to October 8, 2020.

If the Council is in agreement with this recommendation, then the following resolution is in order:

Resolved, pursuant to Chapter C501(B)(2) of the Mansfield Town Charter, to appoint John C. Carrington to continue to serve as Interim Town Manager for the Town of Mansfield for an additional 90 days, commencing on July 10, 2020. During-the period in which he serves as Interim Town Manager, Mr. Carrington's salary shall be increased by 10% and his other employment-related benefits as a regular nonunion employee shall remain in place. At the conclusion of his service as interim Town Manager, Mr. Carrington shall return to his position as Director of Public Works and Town Engineer with the salary and employment-related benefits assigned to that position

Attachments

- 1) Legal opinion from Town Attorney
- 2) Relevant sections of Mansfield Town Charter

O'MALLEY, DENEEN, LEARY, MESSINA & OSWECKI

ATTORNEYS AT LAW

20 MAPLE AVENUE

P. O. BOX 504

WINDSOR, CONNECTICUT 06095

TELEPHONE (860) 688-8505

FAX (860) 688-4783

WILLIAM C. LEARY
Of Counsel
VINCENT W. OSWECKI, JR.
MICHAEL P. DENEEN
KEVIN M. DENEEN
RICHARD A. VASSALLO
JAMES P. WELSH

THOMAS J. O'MALLEY (ret)
DONALD J. DENEEN (ret)
ANDREW G. MESSINA, JR.
(1940-2000)

May 15, 2017

Paul M. Shapiro, Esq., Mayor
Town of Mansfield
4 South Eagleville Road
Mansfield, Connecticut 06268-2599

Re: Appointment of Interim Town Manager

Dear Mayor Shapiro:

As you and the Council are aware, Town Manager Matthew Hart has submitted his resignation as Town Manager, effective July 3, 2017. The Town Council may appoint an Interim Town Manager pursuant to Chapter C501 (B)(2) of the Town of Mansfield Charter. This chapter provides:

Upon the suspension, removal or resignation of the Town Manager, the Council may appoint a temporary Manager, who shall be a qualified administrative officer of the Town, to serve at the pleasure of the Council for not more than 90 days. The temporary Manager shall have none of the powers of permanent appointment as are conferred upon the Manager in § C503 of this article.

The above provision limits the term of appointment of an Interim Town Manager to "not more than 90 days." This provision does not limit the Town Council's ability to re-appoint the same individual as the Interim Town Manager for an additional term (not to exceed 90 days).

This provision limits the term of appointment, not the ability to re-appoint the same individual. In construing the provisions of a charter, normal rules of statutory construction are employed.

The charter is the fountainhead of municipal powers. It originates and defines the powers of government and the methods of governance . . . State ex rel. Raslavsky v. Bonvouloir, 167 Conn. 357, 362, 355 A.2d 275 (1974). In the construction of charters, ordinarily the rules of statutory construction are applied. 2 McQuillin, Municipal Corporations (3d Ed. Rev.) 9.22, p. 685. In arriving at the intention of the framers of the charter the whole and every part of the instrument or enactment must be taken and compared together. In other words, effect should be given, if possible, to every section, paragraph, sentence, clause and word in the instrument and related laws. 'The real

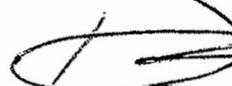
intention when once accurately and indubitably ascertained, will prevail over the literal sense of the terms. When the words used are explicit, they are to govern, of course. If not, then recourse is had to the context, the occasion and necessity of the provision, the mischief felt, and the remedy in view.' The language employed must be given its plain and obvious meaning, and, if the language is not ambiguous a court cannot arbitrarily add to or subtract from the words employed. 2 McQuillin, loc. cit.; see Sillman v. Sillman, 168 Conn. 144, 148-49, 358 A.2d 150 (1975); International Business Machines Corporation v. Brown, 167 Conn. 123, 133-34, 355 A.2d 236 (1974). A charter of a city must be construed, if possible, so as reasonably to promote its ultimate purpose. Connelly v. Bridgeport, 104 Conn. 238, 256, 132 A. 690 (1926). A charter must receive a reasonable construction and must be examined in its entirety. Its parts must be reconciled and made operative so far as possible. Garbaty v. Norwalk Jewish Center, Inc., 148 Conn. 376, 382, 171 A.2d 197 (1961); Cislo v. Shelton, 35 Conn.Sup. 645, 656, 405 A.2d 84 (1978).

With regard to the provisions of the Mansfield Charter, Chapter C501 specifically limit the length of the term of appointment of an interim town manager. It does not limit the re-appointment of an additional term of the same individual.

Other charters specifically limit the number of terms that an interim officer may be appointed. See for example, Town of Enfield Charter Chapter IV, Section 2 "In the event of a termination of the town manager by resignation, death or removal, the council may appoint an acting manager to serve at the pleasure of the council for a period of ninety (90) days. If the position is not filled at the expiration of this ninety (90) day period, the acting manager's term may be renewed for one additional period not to exceed ninety (90) days." Coventry's Charter places no limit on the time period that an individual may be appointed as Interim Town Manager. (See Charter Section 6-1).

Please feel free to contact me with any further questions.

Very truly yours,



Kevin M. Deneen

KMD/ilc

cc: Mansfield Town Council
Matthew Hart, Town Manager

Town of Mansfield, CT
Monday, May 15, 2017

Chapter C. Charter

Article V. The Town Manager and Administrative Departments

§ C501. Appointment and removal of Town Manager.

- A. Appointment. The Town Council shall appoint for an indefinite term a Town Manager who shall be the chief executive officer of the Town to serve at the pleasure of the Council and who shall be chosen exclusively on the basis of executive and administrative qualifications, character, education, training and experience. At the time of appointment, said Manager need not be a resident of the Town or of the state of Connecticut, but the Town Manager shall reside in the Town during tenure of office. The Town Manager shall devote full working time to the duties of the office. The compensation of the Town Manager shall be fixed by the Council and shall not be decreased except at the beginning of a fiscal year of the Town by a vote of the Council taken at least one month prior to that date.
- B. Removal.
- (1) The Town Manager may be removed by a majority vote of the entire membership of the Council as herein provided. At least 30 days before the proposed removal of the Manager, the Council shall adopt a resolution stating its intention to remove the Town Manager and the reasons therefor. A copy of the resolution shall be served on the Manager who may, within 10 days, demand a public hearing. In this event the Manager shall not be removed until such public hearing has been held. Upon the passage of such a resolution the Council may suspend said Town Manager from duty, provided that the salary of said Manager shall continue until removal from office. Any action of the Council in removing the Town Manager shall be final.
 - (2) Upon the suspension, removal or resignation of the Town Manager, the Council may appoint a temporary Manager, who shall be a qualified administrative officer of the Town, to serve at the pleasure of the Council for not more than 90 days. The temporary Manager shall have none of the powers of permanent appointment as are conferred upon the Manager in § C503 of this article.

§ C502. Duties of the Town Manager.

- A. The Town Manager shall be responsible to the Council for the supervision, direction and administration of all departments, agencies and offices.
- B. The Town Manager shall:
- (1) Ensure that all laws and ordinances governing the Town are faithfully executed.
 - (2) Make periodic reports to the Council.

- (3) Attend Council meetings with full right of participation in its discussions but without a right to vote.
- (4) Submit to the Town Council and make available to the public complete reports on the finances and on the administrative activities of the Town as of the end of each fiscal year.
- (5) Make recommendations to the Town Council concerning the affairs of the Town and facilitate the work of the Town Council in developing policy.
- (6) Keep the Council fully advised as to the financial condition and anticipated future financial needs of the Town.
- (7) Prepare and submit to the Council an annual budget.
- (8) At the time of an emergency or disaster, expend the necessary funds to assure the smooth operation of Town business and the health, safety and well-being of the Town and its residents, consistent with this Charter; see § C409.
- (9) Assist the Council to develop long-term goals for the Town and strategies to implement such goals.
- (10) Encourage and provide staff support for regional and intergovernmental cooperation.
- (11) Promote partnerships among Council, staff and citizens in developing public policy and building a sense of community.
- (12) Exercise such powers and perform such other duties as may be required by ordinance or resolution of the Council not inconsistent with this Charter.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Antonia Moran, Mayor 
CC: Cynthia van Zelm, Executive Director of the Mansfield Downtown Partnership, Inc.
Date: June 22, 2020
Re: Appointment to Mansfield Downtown Partnership Board of Directors

Subject Matter/Background

On July 17, 2019, the Town Council appointed John C. Carrington to serve on the Mansfield Downtown Partnership Board of Directors for a term expiring on June 30, 2020 or when Mr. Carrington is no longer Interim Town Manager. In view of the schedule for the Town Manager recruitment process and Mr. Carrington's reappointment as Interim Town Manager, the Board has requested that his appointment be extended.

Recommendation

The following motion is suggested for your consideration:

Move, to re-appoint John Carrington to the Board of Directors of the Mansfield Downtown Partnership for a term expiring on June 31, 2021 or when Mr. Carrington is no longer the interim Town Manager, whichever shall first occur.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John Carrington, Interim Town Manager
CC: Curt Vincente, Director of Parks and Recreation; Jay O'Keefe, Assistant Director of Parks & Recreation
Date: June 22, 2020
Re: Proclamation Designating the Month of July as National Parks and Recreation Month in the Town of Mansfield

Subject Matter/Background

Attached please find a proposed Proclamation Designating the Month of July as Parks and Recreation Month in the Town of Mansfield. Staff requests that the Town Council consider issuing the proposed proclamation in order to help promote parks and recreation in the community.

Recommendation

Staff requests that the Town Council authorize the Mayor to issue the proclamation as proposed.

If the Town Council supports this request, the following motion is on order:

Move, effective June 22, 2020, to authorize the Mayor to issue the attached proclamation designating the Month of July as National Parks and Recreation Month.

Attachments

- 1) Communication from Assistant Director of Parks and Recreation
- 2) Proposed Proclamation designating the Month of July as National Parks and Recreation Month.
- 3) 111th Congress House Resolution 288
- 4) Mansfield Parks and Recreation Department July 2020 Activity Calendar
- 5) National Recreation and Parks Association Fact Sheet – Why Parks and Recreation are Essential Public Services
- 6) Press Release
- 7) Parks and Recreation: A True Health Solution



Town of Mansfield
Parks and Recreation
Department



Jay M. O'Keefe, CPRP
Assistant Director of Parks and Recreation

10 South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3015 Fax: (860) 429-9773
Email: OKeefeJM@MansfieldCT.org
Website: www.Mansfieldcc.com

June 16, 2020

Dear Members of the Town Council:

On behalf of the Mansfield Parks and Recreation Department I would like to make you aware that the U.S. House of Representatives with support from the National Recreation and Parks Association has designated July as ***National Parks and Recreation Month***.

Our department plans to promote awareness of these events during the month of July through distribution an array of promotions and small special events that adhere to the latest Governor's Executive Orders and Reopening Connecticut Sector Rules. Along with our professional organization, the Parks and Recreation Department will be encouraging folks to spend time with family, visit outdoor recreation areas, participate in a favorite hobby, and take advantage of the quality recreation resources right here in Mansfield.

We are requesting the consideration of the Mansfield Town Council to support the attached proclamation in recognition of ***National Parks and Recreation Month***. If in agreement, we ask that you please sign and return the proclamation to the Town Manager's Office so that it may be displayed for the public at the Mansfield Community Center.

Thank you for your consideration.

Sincerely,

Jay M. O'Keefe
Assistant Director of Parks and Recreation

MANSFIELD CONNECTICUT

Parks & Recreation

Designation of July 2020 as Parks and Recreation Month

Town of Mansfield, Connecticut

Whereas, parks and recreation programs are an integral part of communities throughout this country, including the Town of Mansfield, Connecticut; and

Whereas, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

Whereas, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

Whereas, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

Whereas, parks and recreation areas are fundamental to the environmental well-being of our community; and

Whereas, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

Whereas, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

Whereas, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

Whereas, the Town of Mansfield, Connecticut recognizes the benefits derived from parks and recreation resources:

NOW, THEREFORE, BE IT RESOLVED by the Mansfield Town Council that July is recognized as Parks and Recreation Month in the Town of Mansfield, Connecticut.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 22nd day of June in the year 2020.



Antonia Moran, Mayor

Date

HRES 288 IH

111th CONGRESS

1st Session

H. RES. 288

Recognizing the importance of park and recreation facilities and expressing support for the designation of the month of July as 'National Park and Recreation Month.'

IN THE HOUSE OF REPRESENTATIVES

March 26, 2009

Mr. BARROW (for himself and Mr. THOMPSON of Pennsylvania) submitted the following resolution, which was referred to the Committee on Natural Resources.

RESOLUTION

Recognizing the importance of park and recreation facilities and expressing support for the designation of the month of July as 'National Park and Recreation Month'.

Whereas public parks and recreation systems are dedicated to enhancing the quality of life for residents in communities around the country through recreation programming, leisure activities, and conservation efforts;

Whereas parks, recreation activities, and leisure experiences provide opportunities for young people to live, grow, and develop into contributing members of society; create lifelines and continuous life experience for older members of the community; generate opportunities for people to come together and experience a sense of community; and pay dividends to communities by attracting businesses, jobs, and increasing housing value;

Whereas parks and recreation services play a vital role in creating active and healthy communities, and the majority of older adults who visit parks report moderate or high levels of physical activity during their visit and 50 percent of older adults who participated in light to moderate aerobic park activity report being in a better mood after visiting parks;

Whereas parks and recreation facilities foster a variety of activities that contribute to a healthier United States, such as introducing injured military veterans and those with physical disabilities to physical activity, mobilizing urban communities to use chronic disease prevention practices, working with local school systems to develop science-based curricula to educate children on nutrition and activity, connecting children with nature, and combating obesity in youth;

Whereas the creation of places for physical activity, combined with information outreach, produced a 48.4 percent increase in the frequency of physical activity;

Whereas more than 75 percent of United States citizens use park and recreation facilities to maintain fitness and to remain socially interactive, which are critical to maintaining community cohesion and pride;

Whereas community recreation programs at park and recreation facilities provide children with a safe refuge and a place to play, which helps to reduce at-risk behavior such as drug use and gang involvement;

Whereas 69 percent of the United States population believes in local park and recreation services, which supports the idea that such parks and services should be funded by taxes and user fees;

Whereas public parks and recreation facilities create enormous economic value through increased partnership, which improves the job base and the economic viability of the local economy, including business relocation and expansion in the community and increased tourism; and

Whereas parks and recreation facilities reduce fuel costs and commute times by providing a place close to home to relax, exercise, and reduce stress: Now, therefore, be it

Resolved, That the House of Representatives—

- (1) recognizes the great societal value of parks and recreation facilities and their importance in local communities across the United States;
- (2) recognizes and honors the vital contributions of employees and volunteers in park and recreation facilities; and
- (3) supports the designation of a 'National Park and Recreation Month':



JULY 2020

CELEBRATE NATIONAL PARKS & RECREATION MONTH!



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Thank you for continuing to practice social distancing!</p>			<p>1 LENARD HALL RE-OPENS! Register for your in-person or virtual music lesson today!</p>	<p>2 Explore Merrow Meadow Bird watching, fishing, stroller friendly trail loop. The perfect park for all ages.</p>	<p>3  Cool off with a swim at Bicentennial Pond! Monday - Friday Public Hours 3pm-7pm Passes available online!</p>	<p>4 MCC OPEN 9AM-5PM The MPRD Staff want to wish everyone a Happy 4th of July and a safe and fun holiday!</p>
<p>5 Stay connected and celebrate #CommunityUnity Check local town department pages for celebrations of "The Great Outdoors"!</p>	<p>6 Camp Mansfield week 3 Pirates & Princess's begins! Enroll your child by the Wed. before each camp week to join in the fun.</p>	<p>7 Check-out Mansfield's newest acquisition... Simpson-Wood Preservel Hike info at Mansfieldct.org/trailguides</p>	<p>8 Have a Teddy Bear Picnic  For Teddy Bear Picnic Day!</p>	<p>9 See you at 10 a.m. at Bicentennial Pond for Plein Air Painting in the Parks! A free social outlet for artists of all levels.</p>	<p>10 Fly a kite! </p>	<p>11 Let's kayak! Daily and overnight kayak and paddleboard rentals are available @ the Mansfield Community Center.</p>
<p>12 Take a dip at Bicentennial Pond! Sat/Sun/Holiday Hours: 12pm - 6pm Passes available online!</p>	<p>13 Let your child's imagination soar at Musical Theater Camp Or Minds in Motion Science Camp Pre-registration required.</p>	<p>14 "Free Weights vs. Machines, Pro and Cons" Seminar 5:30-6:30 p.m. Pre-registration required. Free to members!</p>	<p>15 Learn about an invasive plant or animal. Visit www.hort.uconn.edu/CIPWG/ and check out a book from the library!</p>	<p>16 Take a walk with us! Trail maps to Mansfield's beautiful parks available at mansfieldct.org/trailguides</p>	<p>17 Watch the clouds or stargaze! </p>	<p>18 Eat Locally! Visit the Storrs Farmers Market @ the Mansfield Town Hall Saturdays 3-6pm</p>
<p>19 Cool off with a sweet treat! It's National Ice Cream Day! </p>	<p>20 Fitness Classes Are Back! Summer session 2 fitness classes resume. Sign-up online!</p>	<p>21 Enjoy the view... Coney Rock Preserve Wolf Rock, and Fifty-foot Cliff All offer serene vista-views!</p>	<p>22 It's National Grilling Month, and today is Hot Dog Day! Fire up the grill! Grills available at Bicentennial!</p>	<p>23 See you at 10 a.m. at Mt. Hope Park for Plein Air Painting in the Parks! Artists of all skills levels welcome.</p>	<p>24 Toss a Frisbee! </p>	<p>25 Ride or Skate? Visit the Skate Park behind the Mansfield Community Center to practice those spins and grinds!</p>
<p>26 Rent a Pavilion!* Host your family at Lion's Club Park or Bicentennial Pond. *State capacities apply.</p>	<p>27 Play all day at the Mansfield Community Playground behind the Mansfield Community Center.</p>	<p>28 Explore your parks on a Nature Scavenger Hunt! </p>	<p>29 Play Pickleball! Sunny Acres Park has outdoor pickleball courts and nets! Access code available to residents. Register for 210000-A</p>	<p>30 Love waterfalls? Mansfield has a few! Check out: Eagleville Dam & Preserve, Shelter Falls, and Moss Sanctuary!</p>	<p>31 It's World Ranger Day. Thank a Park Ranger! </p>	



National Recreation and Park Association

22377 Belmont Ridge Road
Ashburn, VA 20148-4501
703.858.0784
Fax 703.858.0794
www.nrpa.org

Why Parks and Recreation are Essential Public Services

Parks and recreation have three values that make them essential services to communities:

1. Economic value
2. Health and Environmental benefits
3. Social importance

Just as water, sewer, and public safety are considered essential public services, parks are vitally important to establishing and maintaining the quality of life in a community, ensuring the health of families and youth, and contributing to the economic and environmental well-being of a community and a region.

There are no communities that pride themselves on their quality of life, promote themselves as a desirable location for businesses to relocate, or maintain that they are environmental stewards of their natural resources, without such communities having a robust, active system of parks and recreation programs for public use and enjoyment.

Economic Value

- Parks improve the local tax base and increase property values. It is proven that private property values increase the value of privately owned land the closer such land is to parks. This increase in private property value due to the proximity to parks increases property tax revenues and improves local economies.
- A Texas A&M review of 25 studies investigating whether parks and open space contributed positively to the property values of surrounding properties found that 20 of the 25 studies found that property values were higher. "The real estate market consistently demonstrates that many people are willing to pay a larger amount for property located close to parks and open space areas than for a home that does not offer this amenity,"
- American Forests, a national conservation organization that promotes forestry, estimates that trees in cities save \$400 billion in storm water retention facility costs.
- Quality parks and recreation are cited as one of the top three reasons that business cite in relocation decisions in a number of studies.

- Parks and recreation programs produce a significant portion of operating costs from revenue generated from fees and charges
- Parks and recreation programs generate revenue directly from fees and charges, but more importantly, provide significant indirect revenues to local and regional economies from sports tournaments and special events such as arts, music, and holiday festivals. Economic activity from hospitality expenditures, tourism, fuel, recreational equipment sales, and many other private sector businesses is of true and sustained value to local and regional economies.

Health and Environmental Benefits

- Parks are the places that people go to get healthy and stay fit.
- Parks and recreation programs and services contribute to the health of children, youth, adults, and seniors.
- According to studies by the Centers for Disease Control and Prevention, creating, improving and promoting places to be physically active can improve individual and community health and result in a 25 percent increase of residents who exercise at least three times per week.
- A study by Penn State University showed significant correlations to reductions in stress, lowered blood pressure, and perceived physical health to the length of stay in visits to parks.
- Parks and protected public lands are proven to improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, produce habitat for wildlife, and provide a place for children and families to connect with nature and recreate outdoors together.

Social Importance

- Parks are a tangible reflection of the quality of life in a community. They provide identity for citizens and are a major factor in the perception of quality of life in a given community. Parks and recreation services are often cited as one of the most important factors in surveys of how livable communities are.
- Parks provide gathering places for families and social groups, as well as for individuals of all ages and economic status, regardless of their ability to pay for access.
- An ongoing study by the Trust for Public Land shows that over the past decade, voter approval rates for bond measures to acquire parks and conserve open space exceeds 75%. Clearly, the majority of the public views parks as an essential priority for government spending.

- Parks and recreation programs provide places for health and well-being that are accessible by persons of all ages and abilities, especially to those with disabilities.
- In a 2007 survey of Fairfax County, VA, residents of 8 of 10 households rated a quality park system either very important or extremely important to their quality of life.
- Research by the Project on Human Development in Chicago Neighborhoods indicates that community involvement in neighborhood parks is associated with lower levels of crime and vandalism
- Access to parks and recreation opportunities has been strongly linked to reductions in crime and to reduced juvenile delinquency.
- Parks have a value to communities that transcend the amount of dollars invested or the revenues gained from fees. Parks provide a sense of public pride and cohesion to every community.

*National Recreation and Park Association
For more information on the value and benefits of parks go to www.nrpa.org*



Town of Mansfield
Parks and Recreation
Department



Jay O'Keefe
Assistant Director of Parks and Recreation

10 South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3015 x 6104 Fax: (860) 429-9773
Email: okeefejm@mansfieldct.org
Website: www.MansfieldCC.com

FOR IMMEDIATE RELEASE

Contact Person: Jay O'Keefe

Town of Mansfield Parks and Recreation
10 South Eagleville Road, Mansfield/Storrs, CT. 06268
860-429-3015, 6104
OKeefeJM@mansfieldct.org

This July the Town of Mansfield will have a *month-long celebration highlighting the essential value of local parks and recreation.*

Mansfield Parks and Recreation is celebrating Park and Recreation Month, an initiative of the National Recreation and Park Association (NRPA), and all the ways parks and recreation has the power to transform our daily lives. From providing us places to get fit and stay healthy to fostering new relationships and forging a connection with nature, our close-to-home community park, trails and recreation facilities provide essential services and improve quality of life.

Mansfield Parks and Recreation is proud to offer residents numerous recreation, health and wellness options, being a leader in conservation and a partner in creating a viable and desirable community. This summer alone, Mansfield Parks and Recreation will provide opportunities for residents to enjoy spending time in passive and active parks, indoor and outdoor swimming, hiking, biking, summer camps, family events, and numerous youth and adult programs.

Mansfield Parks and Recreation encourages people to spend time with family and friends, visit outdoor recreation areas, participate in a favorite hobby, and take advantage of the quality recreation resources in the local area. Visit www.mansfieldcc.com for a monthly activity calendar and information on Mansfield Parks and Recreation facilities, programs and resources.

About The National Recreation and Park Association

The National Recreation and Park Association is a national not-for-profit organization dedicated to advancing park, recreation and conservation efforts that enhance quality of life for all people. Through its network of more than 50,000 recreation and park professionals and citizens, NRPA encourages the promotion of healthy and active lifestyles, conservation initiatives and equitable access to parks and public space. For more information, visit www.nrpa.org.

Parks and Recreation: A TRUE HEALTH SOLUTION

Local park and recreation agencies provide health and wellness opportunities for all populations in communities across the country. As America continues to face serious health issues parks and recreation offer an affordable and accessible solution. Share with your communities the impact you are having on their health!

People who use parks and open spaces are **3 times more likely** to achieve the recommended levels of physical activity than nonusers¹

Organized activities in parks in low-income neighborhoods can **increase park use by as much as 25%**²

Older adults engage in over **3.5 times more physical activity** in parks with walking loops.³

Children in summer camps at park and recreation sites report a **20% increase** in fruit and vegetable knowledge⁴

73% of adults believe parks, trails, and open space are an essential part of the healthcare system⁵

www.nrpa.org/Health

¹ Gilles-Corti, B., M.H. Broomhall, M. Kruiman, C. Collins, K. Douglas, K. Ng, A. Lange, and R.J. Donovan. 2005. Increasing Walking: How Important Is Distance to Attractiveness, and Size of Public Open Space? *American Journal of Preventive Medicine* 28:169-176. - https://depts.washington.edu/hthwb/Thm_ActiveLiving.html
² Cohen, D.A., Han, B., Derosa, K.R., Williamson, S., Marsh, T., Raean, L., and McKenzie, T.L. (2016). The paradox of parks in low-income areas: Park use and perceived threats. *Environment and Behavior*, 48(1), 230-245.
³ Cohen, D.A., Han, B., Evenson, K.R., Nagel, C., McKenzie, T.L., Marsh, T., Williamson, S., Harnik, P. (2017). The Prevalence and Use of Walking Loops in Neighborhood Parks: A National Study. *Environmental Health Perspectives*, 125(2), 170-174.
⁴ Hollar, D., Collum, M., May, K. 2015. Commit to Health: A Nationwide Summer Camp Nutrition and Feeding Intervention Improves Nutrition Knowledge and Healthy Eating Behaviors of Children, Parents, and Staff. *Journal of the Academy of Nutrition and Dietetics*. September 2015 Suppl 2-Abstracts Volume 115 Number 9.
⁵ Mowen, A.J., Barrett, A.G., Graefe, A.R., Kraschnewski, J.L., Sciamanna, C.N. (2017). "Take in two parks and call me in the morning" - Perception of parks as an essential component of our healthcare system. *Preventive Medicine Reports*, 6, 63-65.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager
CC: Sara-Ann Chaine, Town Clerk
Date: June 22, 2020
Re: Historic Documents Preservation Grant

Subject Matter/Background

Attached please find an application in the amount of \$7,500.00 to the State's Historic Documents Preservation Grant Program. As explained in the application, the grant funds would be used to scan historical land records from December 28, 1858 through November 28, 1937. Over time, staff will create an electronic index for the records within our existing web-based records management system and link the newly scanned images to the new index entries.

This project would support our values of records accessibility and preservation. Increased records accessibility will be achieved by increasing the number of our land records available electronically both in-house and via our online portal system – an especially critical achievement in today's pandemic environment. Increased records preservation will be achieved by reducing the wear and tear on our original documents as customers will be able to print pages directly from the index.

The State funds the grant program via a specific \$6.00 filing fee charged with the filing of land records, in which the town retains \$2.00 and remits the \$4.00 balance to the State. The State Library's Office of the Public Records Administrator oversees the fund and coordinates the grant program for Connecticut municipalities.

Financial Impact

The grant program does not require a local "match" or contribution from the Town.

Recommendation

Staff recommends that the Council authorize the Town Manager to submit the grant application on behalf of the Town.

If the Town Council supports this recommendation, the following resolution is in order:

Resolved: That John C. Carrington, Interim Town Manager, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

Attachments

- 1) Proposed Grant Application

APPLICATION
TARGETED GRANT FY 2021
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2020)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:
 Use full name, i.e. 'Town of ___'
 or 'City of ___'

Town of Mansfield

Name of Municipal CEO: **John C. Carrington** **Title:** **Interim Town Manager**

Phone with Area Code: 860-429-3336

Email: townmng@mansfieldct.org

Name of Town Clerk: **Sara-Ann Chaine** **Title:** **Town Clerk**

Phone with Area Code: 860-429-3303

Email: chaines@mansfieldct.org **Check if Designated Applicant:**

TC Mailing Address: 4 South Eagleville Road, Mansfield, CT 06268

MCEO Address if Different: Same

Grant Application Deadline: Cycle 1: April 30, 2020 Cycle 2: September 30, 2020

Grant Contract Period: The contract period begins after July 1, 2020 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2021.

Maximum Grant Allowed:

\$5,500	Small Municipality	Population less than 20,000
\$7,500	Medium Municipality	Population between 20,000 and 69,999
\$10,500	Large Municipality	Population of 70,000 or greater

Amount Requested: \$ **\$7500**

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input checked="" type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 7500	\$	\$ 7500
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	1\$	2\$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 7500	\$	\$ 7500

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
 - If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 1a and 1b, 2a and 2b, 3a and 3b.
 - Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.
1. **Describe the project:** State **what** will be done and **why**. Where applicable, identify the **specific records** involved, including volume numbers and date ranges.
 2. **Provide vendor/personnel info & timeframe:** For **vendors**: Identify the **company** and the **timeframe** for completing the work within the grant period. For **town personnel**: Refer to the detailed **instructions** provided on **Page 12** of the Guidelines under Section D, Town Personnel Costs.
 3. **State what will be accomplished:** Explain how the project will impact the records, the office and/or the municipality.
 4. **Provide a detailed budget:** If applying for more than one project – show the breakdown for each project under each line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*) and the split between grant and local funds where applicable. If applying for only one project with one vendor, omit this question.
 5. **Attach supporting documents:** For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, _____, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2021 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

Historic Documents Preservation Program
Targeted Grant FY 2021 – Mansfield CT

1. The Town of Mansfield installed the Cott operating system in April 2013. Since that time, grant funds have been used to back file land record images into our existing electronic land record index back through November 29, 1937. This year's funding will be used to continue the back filing of land record images beginning in Volume 31 (December 28, 1858) through Volume 62 (November 28, 1937). As time allows, staff will work to continue the electronic index for these land records and link the images to the index.
2. Cott Systems will be our vendor for this project. Their duties will include a combination of onsite and offsite scanning, evaluation and import of the records into our system. Completion of the project will be prior to June 2021.
3. This project will allow the Town of Mansfield to back file 31 volumes of land records dating back to 1858 and will support our values of records accessibility and preservation. Increased records accessibility will be achieved by increasing the number of our land records available electronically both in-house and via our online portal system – an especially critical achievement in today's pandemic environment. Increased records preservation will be achieved by reducing the wear and tear on our original documents as customers will be able to print pages directly from the index.
4. All funds will be paid to our vendor.
5. Attached please find the proposal submitted by Cott Systems.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
Cc: Holly Schaefer, Director of Human Resources, Cherie Trahan, Director of Finance
Date: June 22, 2020
Re: FY 2020-2021 Non-Union Compensation (Cost of Living Adjustment, Payment in Lieu of Health Insurance and Tuition Reimbursement)

Subject Matter/Background:

Cost of Living Allowance (COLA)

The Town Council establishes compensation for Town employees on a fiscal year basis (July 1 through June 30). With respect to salary, the Town pays regular nonunion personnel according to the Town Administrators Pay Plan, which is organized on a pay grade and step system.

The Professional/Technical union will receive a 2.0% general wage increase for FY 2020/2021 effective on July 1, 2020.

The Fire Fighters Union will receive a 1% general wage increase effective on July 1, 2020 and a 1% general wage increase effective on 1 January 2021.

The Public Works union will receive a 2.50% general wage increase for FY 2020/2021 effective July 1, 2020. Employees who have completed five (5) years of continuous service shall receive an additional one percent (1%) step increase.

Payment In Lieu Program (PIL)

A PIL program is an incentive to benefit eligible employees if the employee declines coverage under the employer's group health plan because the employee has coverage under another group health plan, usually a spouse's. Currently nine nonunion employees participate in the PIL program. This payment is made in two installments during the fiscal year, in January and July in arrears.

Tuition Reimbursement

Tuition Reimbursement is available to nonunion full-time regular employees who wish to pursue study outside of their normal work hours, which will contribute to their ability and skill to perform as an employee of the Town. Tuition reimbursement requests are submitted to the Department Head, then Human Resources and finally approved by the Town Manager.

Financial Impact:

COLA

Based on budgeted salaries for FY 2020/2021 with 261 working days, the estimated impact (all funds) of this general wage increase is \$75,432/yr or \$93,067¹/yr when benefits costs are included. Compared to FY 2019/2020 where the general wage increase was \$81,513/yr or \$98,940 with

¹ Social Security, FICA Alternative, Medicare taxes, MERS costs.

benefit costs included. The cost of this general wage increase was approved by the Town Council in the FY2020/2021 budget.

PIL

Annual Payment Amounts

Single – increase from \$1,200 to \$2,500

Two Person – increase from \$2,400 to \$4,000

Family – increase from \$3,000 to \$5,000

Tuition Reimbursement

Increase the annual tuition reimbursement amount from the current \$1,300 to \$1,800 for nonunion employees to be equal to the Professional/Technical Union tuition reimbursement program. We have zero nonunion employees are enrolled in the Tuition Reimbursement program.

Recommendation:

In order to stay consistent with the Professional/Technical Union:

Staff recommends a COLA to the Town Administrators Pay Plan by 2.0% effective July 1, 2020 (see attached for proposed revised salary ranges).

Staff recommends that PIL increase for nonunion employees, effective January 1, 2020 to incentivize employees to seek medical benefits under another group health plan.

Staff recommends approving a tuition reimbursement increase.

The Personnel Committee approved this recommendation at their June 15, 2020 meeting.

If the Town Council concurs with the Personnel Committee, the following motion is in order:

Move, effective July 1, 2020 to endorse a 2.0% general wage increase applied to the Town Administrator's Pay Plan thus affecting compensation for nonunion regular staff for FY 2020/2021, to endorse an increase to the Payment in Lieu program for nonunion employees be retroactive to January 1, 2020, and to endorse an increase to the Tuition Reimbursement Program in the amount of \$1,800 annually.

Attachment:

- 1) Positions Impacted by Changes to Nonunion Compensation

**Town of Mansfield
Classification Plan - Non-Union Benefit Eligible**

Fiscal Year 2020/21

Classification	Grade	FLSA	Current Hourly Ranges - 7/1/2019		Current Annual Ranges 7/1/2019 (262 Days)		Proposed Hourly Ranges - 7/1/2020		Proposed Annual Ranges 7/1/2020 (261 Days)	
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Kitchen Aide (PT/BE)	2	NE	\$13.15	\$15.06	\$24,117.10	\$27,620.04	\$13.41	\$15.36	\$24,505.55	\$28,064.91
Human Resources Specialist	13	E	\$27.14	\$33.94	\$49,778.43	\$62,241.83	\$27.68	\$34.62	\$50,580.20	\$63,244.35
Early Childhood Services Coordinator	15	NE	\$28.89	\$37.53	\$52,992.97	\$68,821.31	\$29.47	\$38.28	\$53,846.52	\$69,929.80
Executive Assistant to Town Manager	15	NE	\$28.89	\$37.53	\$52,992.97	\$68,821.31	\$29.47	\$38.28	\$53,846.52	\$69,929.80
Accountant	15	E	\$28.89	\$37.53	\$52,992.97	\$68,821.31	\$29.47	\$38.28	\$53,846.52	\$69,929.80
Information Specialist*	15	NE	\$28.89	\$37.53	\$60,563.40	\$78,652.92	\$29.47	\$38.28	\$61,538.88	\$79,919.78
Senior Human Resources Specialist	15	E	\$28.89	\$37.53	\$52,992.97	\$68,821.31	\$29.47	\$38.28	\$53,846.52	\$69,929.80
Asst Chief/Dep Fire Marshal/Asst. Emer. Mgmt Dir.	17	NE	\$31.84	\$41.41	\$58,388.14	\$75,945.94	\$32.47	\$42.24	\$59,328.59	\$77,169.19
Assistant Building Official	18	E	\$33.42	\$42.21	\$61,283.11	\$77,412.22	\$34.08	\$43.05	\$62,270.19	\$78,659.09
Budget Analyst	18	E	\$33.42	\$42.21	\$61,283.11	\$77,412.22	\$34.08	\$43.05	\$62,270.19	\$78,659.09
Librarian (Childrens, Reference, Systems)	18	E	\$33.42	\$42.21	\$61,283.11	\$77,412.22	\$34.08	\$43.05	\$62,270.19	\$78,659.09
Network Administrator*	18	NE	\$33.42	\$42.21	\$70,037.84	\$88,471.11	\$34.08	\$43.05	\$71,165.93	\$89,896.10
Senior Finance Manager	21	E	\$38.72	\$50.34	\$71,020.73	\$92,319.43	\$39.50	\$51.34	\$72,164.65	\$93,806.41
Assistant Director of Parks & Recreation	22	E	\$40.68	\$52.84	\$74,611.25	\$96,906.27	\$41.50	\$53.90	\$75,813.00	\$98,467.12
Public Works Operations Manager*	22	E	\$40.68	\$52.84	\$85,270.00	\$110,750.02	\$41.50	\$53.90	\$86,643.43	\$112,533.86
Town Clerk	22	E	\$40.68	\$52.84	\$74,611.25	\$96,906.27	\$41.50	\$53.90	\$75,813.00	\$98,467.12
Deputy Chief/Fire Marshal/Emerg. Mgmt. Director	23	E	\$42.69	\$55.49	\$78,295.75	\$101,775.08	\$43.55	\$56.60	\$79,556.85	\$103,414.36
Director of Facilities Management*	23	E	\$42.69	\$55.49	\$89,480.86	\$116,314.38	\$43.55	\$56.60	\$90,922.12	\$118,187.84
Director of Building and Housing Inspection	24	E	\$42.94	\$60.09	\$78,746.92	\$110,196.81	\$43.80	\$61.29	\$80,015.28	\$111,971.73
Director of Human Resources	25	E	\$45.09	\$63.17	\$82,694.60	\$115,855.16	\$45.99	\$64.43	\$84,026.55	\$117,721.22
Director of Human Services	25	E	\$45.09	\$63.17	\$82,694.60	\$115,855.16	\$45.99	\$64.43	\$84,026.55	\$117,721.22
Library Director	25	E	\$45.09	\$63.17	\$82,694.60	\$115,855.16	\$45.99	\$64.43	\$84,026.55	\$117,721.22
Fire Chief	26	E	\$47.40	\$66.29	\$86,924.26	\$121,569.90	\$48.34	\$67.61	\$88,324.34	\$123,528.01
Director of Parks and Recreation	26	E	\$47.40	\$66.29	\$86,924.26	\$121,569.90	\$48.34	\$67.61	\$88,324.34	\$123,528.01
Director of Planning and Development	26	E	\$47.40	\$66.29	\$86,924.26	\$121,569.90	\$48.34	\$67.61	\$88,324.34	\$123,528.01
Director of Public Works/Town Engineer	29	E	\$54.78	\$76.72	\$100,459.18	\$140,706.77	\$55.87	\$78.26	\$102,077.27	\$142,973.12
Director of Finance	32	E	\$63.61	\$80.35	\$116,663.49	\$147,361.44	\$64.88	\$81.96	\$118,542.57	\$149,734.97

Notes:

*40 Hour Week Employees

(PT/BE) reflects part-time benefit eligible position; however hourly

Town of Mansfield
 Classification Plan - Non-Union Part-Time Non Benefit Eligible
 Fiscal Year 2020/21

<u>Classification</u>	<u>Schedule/Grade</u>	<u>FLSA</u>	<u>Hourly Ranges - Current 7/1/2019</u>		<u>Hourly Ranges - Proposed 7/1/2020</u>	
			Minimum	Maximum	Minimum	Maximum
Office Assistant (PT)	T-ADM/TOTH/ GRADE 1	NE	\$15.38	\$15.38	\$15.68	\$15.68
School Resource Officer (PT)	T-ADM/TOTH/ GRADE 2	NE	\$31.78	\$31.78	\$32.41	\$32.41
Sr. Wellness Specialist (PT)	T-ADM/TOTH/ GRADE 5	NE	\$38.95	\$38.95	\$39.73	\$39.73
Library Assistant (PT)	T-NOPN/TOTH GRADE 3	NE	\$20.05	\$25.36	\$20.45	\$25.87
Asst. Animal Control Officer (PT)	T-NOPN/TADM GRADE 7	NE	\$20.28	\$24.33	\$20.69	\$24.82
Sexton (PT)	T-NOPN/TADM GRADE 8	NE	\$21.44	\$25.71	\$21.87	\$26.22
Housing Inspector (PT)	T-ADM/TADM GRADE 12	NE	\$25.55	\$32.50	\$26.06	\$33.15
Purchasing Agent (PT)	T-TADM/TADM GRADE 17	NE	\$31.84	\$41.41	\$32.47	\$42.24



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance, Jerl Casey, Collector of Revenue, Irene Luciano, Assessor
Date: June 22, 2020
Re: PILOT (Payment In Lieu of Taxes) Agreements – Mansfield Non-Profit Housing Development Corporation (the MNDHC) + Town of Mansfield

Subject Matter/Background

The MNDHC is looking to develop affordable housing units on their 4.49 acre parcel known as 113-121 South Eagleville Road, which they acquired on June 13, 2014. MDDHC's approach to support this affordable housing project and make it financially feasible for the long term, includes two key items. First, they need market rate units to bring in income to help cover the reduced rents of the affordable units. Second, they need to keep their expenses as low as possible while still maintaining the property (inside and out) in the manner that is expected by the tenants and the Town. The two largest costs in their operating pro-forma are the mortgage(s) and the taxes.

The MNHDC desires to fairly compensate the Town of Mansfield for municipal services rendered to the residents of the Property, once occupied. Therefore, per CGS 8-71(a) regarding PILOT Agreements: (a) In lieu of real property taxes, special benefit assessments and sewerage system use charges otherwise payable to such municipality, except in such municipalities as, by special act or charter, on May 20, 1957, had a sewer use charge, an authority shall pay each year to the municipality in which any of its moderate rental housing projects are located a sum to be determined by the municipality, with the approval of the Commissioner of Housing, not in excess of twelve and one-half per cent of the shelter rent per annum for each occupied dwelling unit in any such housing project; except that the amount of such payment shall not be so limited in any case where funds are made available for such payment by an agency or department of the United States government, but no payment shall exceed the amount of taxes which would be paid on the property were the property not exempt from taxation, the MNHDC wishes to execute the attached agreement with the Town of Mansfield.

In addition, we wish to formalize the PILOT that the MNHDC has been paying for Holinko Estates at 309 Maple Road where the payment is also \$215 per unit for 35 units or \$7,525.

Financial Impact

The new development on South Eagleville Road would yield an annual payment of \$9,030 (\$215 per unit based on 42 units). First payment commences with the July billing for the next October 1 grand list following issuance of the final Certificate of Occupancy.

Holinko estates yields an annual payment of \$7,525. Please note that both agreements include an escalation clause based on the Northeast CPI with a floor of 0%, and a cap of 3%.

Legal Review

With Town Attorney for review.

Recommendation

Authorize the Interim Town Manager to execute PILOT Agreement with the MNHDC. If the Town Council agrees with this recommendation, the following motions are in order:

Move, to authorize the Interim Town Manager to execute the Agreement for Payments In Lieu Of Taxes with the Town for the affordable housing project to be built at 113-121 South Eagleville Road.

Move, to authorize the Interim Town Manager to execute the Agreement for Payments In Lieu Of Taxes with the Town for the affordable housing project at 309 Maple Road (Holinko Estates).

Attachments

- 1) Agreement for Payments In Lieu of Taxes with the Mansfield Non-Profit Housing Authority – Property to be developed at 113-121 South Eagleville Road
- 2) Agreement for Payments In Lieu of Taxes with the Mansfield Non-Profit Housing Authority – Property located at Zygmunt Drive

DRAFT
AGREEMENT FOR PAYMENTS IN LIEU OF TAXES

THIS AGREEMENT is made this _____ day of _____, 2020, by and between the Mansfield Non-Profit Housing Development Corporation (the “MNHDC”) a nonprofit corporation with a principal address of 309 Maple Road, Storrs Connecticut, and the Town of Mansfield, a municipal corporation, with a principal address of 4 South Eagleville Road, Storrs, Connecticut, acting herein by its Mayor (the “Town”).

WITNESSETH

1. The MNHDC was incorporated in the State of Connecticut. Under its Certificate of Incorporation Article II(b) its mission is to promote the general welfare of the community through (i) promotion of housing for low and moderate income people, and in particular, residents of the towns served by the Mansfield Housing Authority and (ii) providing varied housing options in order to promote sustainability of the Corporation and the integration of residents in affordable and market rate housing; and
2. On June 13, 2014, the MNHDC purchased a property consisting of 4.49 Acres with two single-family houses located at 113-121 South Eagleville Road, Storrs, Connecticut (the “Property”); and
3. The MNHDC desires to ensure that the Town of Mansfield is fairly compensated for municipal services rendered to the residents of the Property; and
4. The Town of Mansfield recognizes the benefits that the MNHDC provides to its citizens and residents of the Town by creating affordable housing; and desires to cooperate with the MNHDC in all endeavors for the benefit of Mansfield’s residents.

NOW THEREFORE, for good and valuable consideration, including the mutual promises and covenants contained herein, the receipt of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. **Tax Abatement.** The MNHDC shall be granted a tax abatement for real property taxes by the Town of Mansfield, pursuant to CGS 12-81bb. The MNHDC agrees to cooperate and provide information and documentation if requested by the Town of Mansfield in the event the Town of Mansfield seeks financial assistance in the form of reimbursements from the State of Connecticut for the tax abatement granted hereunder.
2. **Annual Payment.** The MNHDC shall make payments to the Town of Mansfield in the amount of \$215 per unit based on 42 units or Nine Thousand Thirty Dollars (\$9,030) per year (the “Annual Payment”). No tax payment will be required for the first year following the receipt of the final Certificate of Occupancy for the project. (Example: The final CO is issued in July 2022. The 2022 Grand List with tax payments due July 2023 and Jan 2024 would *not* include this Property. This

Property would be included on the 2023 Grand List.) Each year the Annual Payment will be re-set using New England CPI with a floor of 0% and maximum of 3% year to year increase.

3. **Payment Periods.** The first payment under this Agreement shall be due and payable for the tax year that is twelve months after the receipt of the final Certificate of Occupancy (“CO”) for the project. All future payments will be made according to the Town of Mansfield’s regular property tax schedule.
4. **Remedy Upon Default.** In the event that the MNHDC shall fail to make payments when due, the Town of Mansfield shall have the right to treat the defaults as failure to pay real estate taxes and the MNHDC shall be subject to all remedies afforded the Town of Mansfield under the General Statutes regarding delinquent tax payers.
5. **Limitation of Payment.** This Agreement is intended only to cover real property taxes concerning the Property and shall not be construed to absolve the MNHDC from the responsibility to pay water and sewer use charges.
6. **Limitation of Agreement.** This Agreement is intended only for the benefit of the MNHDC. In the event the MNHDC transfers (including the equitable transfer as determined by the Town of Mansfield) or sells the Property, this Agreement will automatically expire with final payment under the Agreement being made at the end of the fiscal half in which the transfer has taken place. See paragraph 3, Payment Periods, herein before set-forth. It being understood that this tax abatement only extends to the entity known as the MNHDC.
7. **Expiration.** This Agreement shall expire 30 years after the date of the final Certificate of Occupancy is issued or on the date which the Property is no longer providing affordable housing, whichever is longer.
8. **Entire Agreement.** The contents of this Agreement constitute the entire agreement between the parties, and the parties acknowledge that there are no other written or oral arrangements or agreements.
9. **Interpretation of Agreement.** The provisions of this Agreement shall be interpreted pursuant to the laws of the State of Connecticut.
10. **Severability.** In the event that any provision of this Agreement shall be found to be void, voidable and/or unenforceable for any reason, the entire Agreement shall not be void, but shall continue in full force and effect as if the provision were not a part of the Agreement.
11. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall have the same force and effect. The parties may execute this Agreement separately, and the signatures attached to a single document which shall form the full Agreement by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates written below.

MANSFIELD NON-PROFIT HOUSING DEVELOPMENT CORPORATION

By _____
Kathleen Ward
Its President, duly authorized
This ____ day of _____, 2020

THE TOWN OF MANSFIELD

By _____
John C. Carrington
Its Interim Town Manager, duly authorized
This ____ day of _____, 2020

AGREEMENT FOR PAYMENTS IN LIEU OF TAXES

THIS AGREEMENT is made this _____ day of _____, 2020, by and between the Mansfield Housing Authority of the Town of Mansfield A/K/A The Mansfield Housing Authority (the "MHA") a public corporate body with a principal address of 309 Maple Road, Storrs Connecticut, and the Town of Mansfield, a municipal corporation, with a principal address of 4 South Eagleville Road, Storrs, Connecticut, acting herein by its Mayor (the "Town").

WITNESSETH

1. The MHA was established by the Town on October 1, 1974 by Resolution by the Town Council dated September 23, 1974 to address the shortage of safe or sanitary dwelling in the Town of Mansfield for low and moderate-income families. The Bylaws of the MHA state the MHA will address the need for attractive, affordable, safe and sanitary housing for independent elderly citizens sixty-two years of age and older and the need for attractive, affordable, safe, and sanitary housing for low-income and moderate-income families, irrespective of age. The objectives of the MHA are among other things to "develop innovative programs and activities in the housing area for the people of Mansfield at large."
2. In the late 1980's through land gifts and land swaps, the MHA acquired the property consisting of 13.93 acres on Hunting Lodge Road (N/K/A Zygmunt Drive), Storrs, Connecticut (the "Property"); and
3. The MHA desires to ensure that the Town is fairly compensated for municipal services rendered to the residents of the Property; and
4. The Town recognizes the benefits that the MHA provides to its citizens and residents of the Town by creating affordable housing; and desires to cooperate with the MHA in all endeavors for the benefit of Mansfield's residents.
5. The Town and the MHA wish to codify its verbal agreement into a formal written agreement.

NOW THEREFORE, for good and valuable consideration, including the mutual promises and covenants contained herein, the receipt of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. **Tax Abatement.** The MHA shall be granted a tax abatement for real property taxes by the Town, pursuant to CGS 12-81bb. The MHA agrees to cooperate and provide information and documentation if requested by the Town in the event the Town seeks financial assistance in the form of reimbursements from the State of Connecticut for the tax abatement granted hereunder.
2. **Annual Payment.** The MHA shall make payments to the Town in the amount of \$215 per unit based on 35 units or Seven Thousand Five Hundred Twenty-Five Dollars (\$7,525) per year (the "Annual Payment"). Each year the Annual Payment will be re-set using New England CPI with a floor of 0% and maximum of 3% year to year increase.

3. In the event the MHA further develops the Property to add new units (the “New Units”), the annual tax payment per unit as described in Paragraph 2 above will be extended to the new units. Furthermore, no tax payment will be required for the first year following the receipt of the final Certificate of Occupancy for the New Units. (Example: The final CO is issued in July 2022. The 2022 Grand List with tax payments due July 2023 and Jan 2024 would *not* include the New Units. The New Units would be included on the 2023 Grand List.)
4. **Payment Periods.** The MHA payment will be due on July 1 each year. The first payment under this Agreement, for any New Units will be due and payable for the tax year that is twelve months after the receipt of the final Certificate of Occupancy (the “CO”) for the New Units. All future payments will be made according to the Town of Mansfield’s regular property tax schedule.
5. **Remedy Upon Default.** In the event that the MHA shall fail to make payments when due, the Town of Mansfield shall have the right to treat the defaults as failure to pay real estate taxes and the MHA shall be subject to all remedies afforded the Town under the General Statutes regarding delinquent tax payers.
6. **Limitation of Payment.** This Agreement is intended only to cover real property taxes concerning the Property and shall not be construed to absolve the MHA from the responsibility to pay water and sewer use charges.
7. **Limitation of Agreement.** This Agreement is intended only for the benefit of the MHA. In the event the MHA transfers (including the equitable transfer as determined by the Town) or sells the Property, this Agreement will automatically expire with final payment under the Agreement being made at the end of the fiscal half in which the transfer has taken place. See paragraph 4, Payment Periods, herein before set-forth. It being understood that this tax abatement only extends to the entity known as the MHA.
8. **Expiration.** This Agreement shall expire 30 years after the date of the final Certificate of Occupancy is issued or on the date which the Property is no longer providing affordable housing, whichever is longer.
9. **Entire Agreement.** The contents of this Agreement constitute the entire agreement between the parties, and the parties acknowledge that there are no other written or oral arrangements or agreements.
10. **Interpretation of Agreement.** The provisions of this Agreement shall be interpreted pursuant to the laws of the State of Connecticut.
11. **Severability.** In the event that any provision of this Agreement shall be found to be void, voidable and/or unenforceable for any reason, the entire Agreement shall not be void, but shall continue in full force and effect as if the provision were not a part of the Agreement.

12. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall have the same force and effect. The parties may execute this Agreement separately, and the signatures attached to a single document which shall form the full Agreement by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates written below.

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

By _____
Richard P. Long
Its Chairman, duly authorized
This ____ day of _____, 2020

THE TOWN OF MANSFIELD

By _____
John C. Carrington
Its Interim Town Manager, duly authorized
This ____ day of _____, 2020

COMMITTEE ON COMMITTEES

Recommended Action

The Committee on Committees recommends the following motion(s) based on actions taken at their June 11, 2020 meeting:

- Move, to appoint Michael Carroll to the *Historic District Commission* as an alternate for a term ending 1/1/2023.
- Move, to appoint Barbara Vaughan to the *Commission on Aging* for a term ending 9/30/2021.
- Move, to appoint Devon Hock to the *Commission on Aging* for a term ending 9/30/2023.
- Move, to appoint Livia Daggett to the *Human Rights Commission* for a term ending 7/1/2023.
- Move, to appoint Barbara Vaughan to the *Human Rights Commission* as an alternate for a term ending 7/1/2023.
- Move, to appoint Virginia Lorenz to the *Human Rights Commission* for a term ending 7/1/2023.
- Move, to appoint Heather Evans to the *Human Rights Commission* for a term ending 7/1/2023.
- Move, to appoint Helen Jane Fried to the *Human Rights Commission* for a term ending 7/1/2023.
- Move, to appoint Amy Nocton to the *Human Rights Commission* for a term ending 7/1/2023.
- Move, to appoint Karen Lapuk to the *Human Rights Commission* for a term ending 7/1/2023.
- Move, to appoint Glenn Mitoma to the *Human Rights Commission* for a term ending 7/1/2023.



**Storrs Center
Parking Operation**

**Financial Report
May 2020**

**15 Lewis Street
Hartford, Connecticut 06103**



One Financial Plaza
14th Floor
Hartford, CT 06103
P: (860) 522.7641
F: (860) 524.8249
www.lazparking.com

Partners in Parking™

June 15, 2020

LAZ Partners – Storrs Center
15 Lewis Street
Hartford, CT 06103

Re: Storrs Center –May 2020 Financial Report

Dear Mike Kuziak:

Enclosed is the May 2020 financial package for Storrs Center Garage.

Net income for the month was \$4,175.78.

Should you have any questions, please feel free to contact me directly by phone at (860) 522-7641 ext. 7747 or by e-mail at rcataldo@lazparking.com

Respectfully,

Robert Cataldo

Robert Cataldo
Accounting Manager

LAZ Parking Management
M - 540148 - Storrs Center
For the Five Months Ending May 31, 2020

Assets	
1199 InterOrganizational Clearing Account	12,709.26
Total Assets	12,709.26
Liabilities	
2015 Intercompany	12,709.26
Total Liabilities	12,709.26
Stockholders' Equity	
3200 Paid to Owner	(507,104.59)
3504 Revenue Collected by Owner	(324,801.93)
3700 Retained Earnings	831,906.52
Total Stockholders' Equity	0.00
Total Liabilities & Stockholders' Equity	12,709.26

LAZ Parking Management
M - 540148 - Storrs Center
For the Eleven Months Ending May 31, 2020

	ACTUAL	BUDGET	VARIANCE	% VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% VARIANCE	ANNUAL BUDGET
REVENUES									
Transient Parking	3,155.00	25,000.00	(21,845.00)	(87.38%)	197,246.99	262,000.00	(64,753.01)	(24.71%)	277,000.00
Violations	0.00	6,000.00	(6,000.00)	(100.00%)	34,704.65	66,000.00	(31,295.35)	(47.42%)	72,000.00
Monthly Parking	29,101.92	31,500.00	(2,398.08)	(7.61%)	333,927.61	346,149.95	(12,222.34)	(3.53%)	377,649.95
Gross Revenue	32,256.92	62,500.00	(30,243.08)	(48.39%)	565,879.25	674,149.95	(108,270.70)	(16.06%)	726,649.95
Sales Tax	(1,925.12)	(2,960.51)	1,035.39	(34.97%)	(33,000.97)	(32,565.61)	(435.36)	1.34%	(35,526.12)
Net Revenue	30,331.80	59,539.49	(29,207.69)	(49.06%)	532,878.28	641,584.34	(108,706.06)	(16.94%)	691,123.83
OPERATING EXPENSES									
Payroll	9,323.19	16,398.57	(7,075.38)	(43.15%)	110,359.98	131,188.56	(20,828.58)	(15.88%)	142,120.94
Payroll Taxes	818.94	2,140.01	(1,321.07)	(61.73%)	13,239.66	17,120.14	(3,880.48)	(22.67%)	18,546.82
Workers Compensation Insurance	66.16	749.41	(683.25)	(91.17%)	2,149.45	5,995.31	(3,845.86)	(64.15%)	6,494.92
Health Insurance	1,465.32	2,984.54	(1,519.22)	(50.90%)	14,713.58	23,876.29	(9,162.71)	(38.38%)	25,865.98
401K Company Match	153.29	514.92	(361.63)	(70.23%)	1,450.68	4,119.36	(2,668.68)	(64.78%)	4,462.64
Data Processing Fees	0.00	245.98	(245.98)	(100.00%)	104.84	1,967.87	(1,863.03)	(94.67%)	2,131.86
Vehicle	0.00	0.00	0.00	0.00%	279.03	0.00	279.03	0.00%	0.00
Utilities	4,684.41	4,783.00	(98.59)	(2.06%)	52,595.17	52,613.00	(17.83)	(0.03%)	57,396.00
Maintenance	0.00	12,760.58	(12,760.58)	(100.00%)	20,450.56	51,530.38	(31,079.82)	(60.31%)	54,195.96
Operating Supplies	66.49	400.00	(333.51)	(83.38%)	2,136.58	4,400.00	(2,263.42)	(51.44%)	4,800.00
Elevator Maintenance	4,547.36	1,100.00	3,447.36	313.40%	11,268.61	12,100.00	(831.39)	(6.87%)	13,200.00
Uniforms	0.00	0.00	0.00	0.00%	0.00	1,200.00	(1,200.00)	(100.00%)	1,200.00
Licenses and Permits	0.00	125.00	(125.00)	(100.00%)	480.00	1,375.00	(895.00)	(65.09%)	1,500.00
Claims	0.00	0.00	0.00	0.00%	150.00	0.00	150.00	0.00%	0.00
Office Supplies	0.00	25.00	(25.00)	(100.00%)	1,524.17	275.00	1,249.17	454.24%	300.00
Bank Fees	107.30	167.00	(59.70)	(35.75%)	1,805.30	1,837.00	(31.70)	(1.73%)	2,004.00
Credit Card Fees	507.81	1,224.35	(716.54)	(58.52%)	16,627.00	13,467.85	3,159.15	23.46%	14,692.20
Payroll Fees	0.00	177.00	(177.00)	(100.00%)	0.00	1,947.00	(1,947.00)	(100.00%)	2,124.00
Telephone	92.91	775.00	(682.09)	(88.01%)	2,989.66	8,525.00	(5,535.34)	(64.93%)	9,300.00
Cell Phone	35.01	0.00	35.01	0.00%	1,453.11	0.00	1,453.11	0.00%	0.00
Signage	0.00	0.00	0.00	0.00%	469.69	0.00	469.69	0.00%	0.00
Security	0.00	431.33	(431.33)	(100.00%)	0.00	4,744.63	(4,744.63)	(100.00%)	5,175.96
Incentive Fee	0.00	270.92	(270.92)	(100.00%)	0.00	5,884.77	(5,884.77)	(100.00%)	6,350.01
Management Fee	1,294.00	1,294.00	0.00	0.00%	14,234.00	14,234.00	0.00	0.00%	15,528.00
Pay Station Solutions	0.00	0.00	0.00	0.00%	667.35	0.00	667.35	0.00%	0.00
Sweeper	0.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	0.00%	0.00
Insurance - GKL	1,379.20	1,095.15	284.05	25.94%	12,290.16	12,046.65	243.51	2.02%	13,141.80
Computer	0.00	0.00	0.00	0.00%	995.98	0.00	995.98	0.00%	0.00
Snow Removal	1,150.39	0.00	1,150.39	0.00%	17,191.44	26,000.00	(8,808.56)	(33.88%)	26,000.00
Tickets/Cards	0.00	0.00	0.00	0.00%	1,705.90	1,200.00	505.90	42.16%	1,200.00
Professional Services	285.22	0.00	285.22	0.00%	575.18	0.00	575.18	0.00%	0.00
Marketing	0.00	168.00	(168.00)	(100.00%)	0.00	1,848.00	(1,848.00)	(100.00%)	2,016.00
Depreciation - Equipment	179.02	261.83	(82.81)	(31.63%)	2,020.74	2,880.13	(859.39)	(29.84%)	3,141.96
Call Center Operations	0.00	800.00	(800.00)	(100.00%)	6,727.28	8,800.00	(2,072.72)	(23.55%)	9,600.00
State Taxes	0.00	82.17	(82.17)	(100.00%)	82.00	903.87	(821.87)	(90.93%)	986.04
Personal Property Taxes	0.00	0.00	0.00	0.00%	556.68	0.00	556.68	0.00%	0.00
Total Operating Expenses	26,156.02	48,973.76	(22,817.74)	(46.59%)	319,293.78	412,079.81	(92,786.03)	(22.52%)	443,475.09
Net Income	4,175.78	10,565.73	(6,389.95)	(60.48%)	213,584.50	229,504.53	(15,920.03)	(6.94%)	247,648.74

Note: Violations are distributed quarterly by the Town.

LAZ Parking Management
M - 540148 - Storrs Center
For the Eleven Months Ending May 31, 2020

	July	August	September	October	November	December	January	February	March	April	May	YEAR TO - DATE
REVENUES												
Transient Parking	11,721.00	20,587.00	29,134.00	30,387.00	22,785.00	18,142.00	20,712.76	25,364.00	13,734.18	1,525.05	3,155.00	197,246.99
Violations	0.00	0.00	10,153.25	0.00	0.00	11,760.50	0.00	12,790.90	0.00	0.00	0.00	34,704.65
Monthly Parking	30,512.68	30,565.18	30,706.92	30,602.89	30,706.92	30,421.92	30,519.42	30,571.92	30,796.92	29,420.92	29,101.92	333,927.61
Gross Revenue	42,233.68	51,152.18	69,994.17	60,989.89	53,491.92	60,324.42	51,232.18	68,726.82	44,531.10	30,945.97	32,256.92	565,879.25
Sales Tax	(2,521.71)	(3,054.22)	(4,129.08)	(3,641.61)	(3,193.01)	(3,600.97)	(3,094.04)	(3,338.97)	(2,624.29)	(1,877.95)	(1,925.12)	(33,000.97)
Net Revenue	39,711.97	48,097.96	65,865.09	57,348.28	50,298.91	56,723.45	48,138.14	65,387.85	41,906.81	29,068.02	30,331.80	532,878.28
OPERATING EXPENSES												
Payroll	8,994.51	10,749.10	8,444.23	10,109.75	10,927.00	10,666.48	9,989.69	11,039.38	11,501.08	8,615.57	9,323.19	110,359.98
Payroll Taxes	776.19	1,222.12	1,394.53	1,629.72	1,769.75	1,355.76	971.12	1,354.23	1,208.56	738.74	818.94	13,239.66
Workers Compensation Insurance	84.55	412.39	435.22	508.62	94.24	(15.82)	87.98	315.07	91.47	69.57	66.16	2,149.45
Health Insurance	1,275.33	1,275.33	1,275.33	1,275.33	1,275.33	1,275.33	1,465.32	1,465.32	1,200.32	1,465.32	1,465.32	14,713.58
401K Company Match	101.93	231.09	63.96	92.30	99.39	92.22	135.23	161.58	165.33	154.36	153.29	1,450.68
Data Processing Fees	52.42	52.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.84
Vehicle	63.94	42.10	51.26	51.21	0.00	48.29	0.00	0.00	22.23	0.00	0.00	279.03
Utilities	155.26	57.34	0.00	19,880.16	2.44	60.98	56.38	22,999.91	60.08	4,638.21	4,684.41	52,595.17
Maintenance	0.00	304.62	6,359.57	3,310.00	865.00	1,904.77	685.96	4,907.20	2,113.44	0.00	0.00	20,450.56
Operating Supplies	0.00	51.64	0.00	738.28	670.01	63.91	59.08	244.64	242.53	0.00	66.49	2,136.58
Elevator Maintenance	0.00	1,100.70	80.91	2,201.40	1,100.70	0.00	2,237.54	0.00	0.00	0.00	4,547.36	11,268.61
Licenses and Permits	480.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00
Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	150.00
Office Supplies	1,007.50	0.00	0.00	278.11	54.64	54.64	74.64	0.00	54.64	0.00	0.00	1,524.17
Bank Fees	159.04	168.07	174.26	177.77	176.63	172.46	176.88	369.17	(29.85)	153.57	107.30	1,805.30
Credit Card Fees	927.68	966.28	1,544.31	2,027.97	2,265.22	1,855.76	1,382.74	2,807.60	999.54	1,342.09	507.81	16,627.00
Telephone	585.08	625.03	714.28	70.40	35.03	494.02	93.19	93.19	93.18	93.35	92.91	2,989.66
Cell Phone	232.37	0.00	0.00	516.64	494.02	35.02	35.01	35.01	35.02	35.01	35.01	1,453.11
Signage	0.00	0.00	0.00	382.87	0.00	0.00	86.82	0.00	0.00	0.00	0.00	469.69
Management Fee	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	14,234.00
Pay Station Solutions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	257.90	409.45	0.00	667.35
Sweeper	0.00	0.00	0.00	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
Insurance - GKL	1,095.00	1,095.00	1,095.00	1,095.00	462.22	916.71	1,379.20	1,379.20	1,014.43	1,379.20	1,379.20	12,290.16
Computer	0.00	0.00	995.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	995.98
Snow Removal	0.00	0.00	0.00	0.00	0.00	11,436.00	3,010.44	0.00	1,594.61	0.00	1,150.39	17,191.44
Tickets/Cards	0.00	0.00	0.00	0.00	0.00	0.00	944.20	0.00	761.70	0.00	0.00	1,705.90
Professional Services	54.74	54.74	(627.42)	0.00	85.86	24.15	505.99	0.00	135.95	55.95	285.22	575.18
Depreciation - Equipment	191.89	191.90	179.02	191.90	179.02	179.02	179.02	179.02	179.02	179.02	179.02	2,020.74
Call Center Operations	800.00	820.64	800.00	910.80	669.76	800.00	555.68	800.00	434.24	136.16	0.00	6,727.28
State Taxes	82.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.00
Personal Property Taxes	278.34	0.00	0.00	0.00	0.00	278.34	0.00	0.00	0.00	0.00	0.00	556.68
Total Operating Expenses	18,691.77	20,714.51	24,287.32	46,742.23	30,520.26	32,992.05	25,406.11	49,444.52	23,579.42	20,759.57	26,156.02	319,293.78
Net Income	21,020.20	27,383.45	41,577.77	10,606.05	19,778.65	23,731.40	22,732.03	15,943.33	18,327.39	8,308.45	4,175.78	213,584.50

Note: Violations are distributed quarterly by the Town.

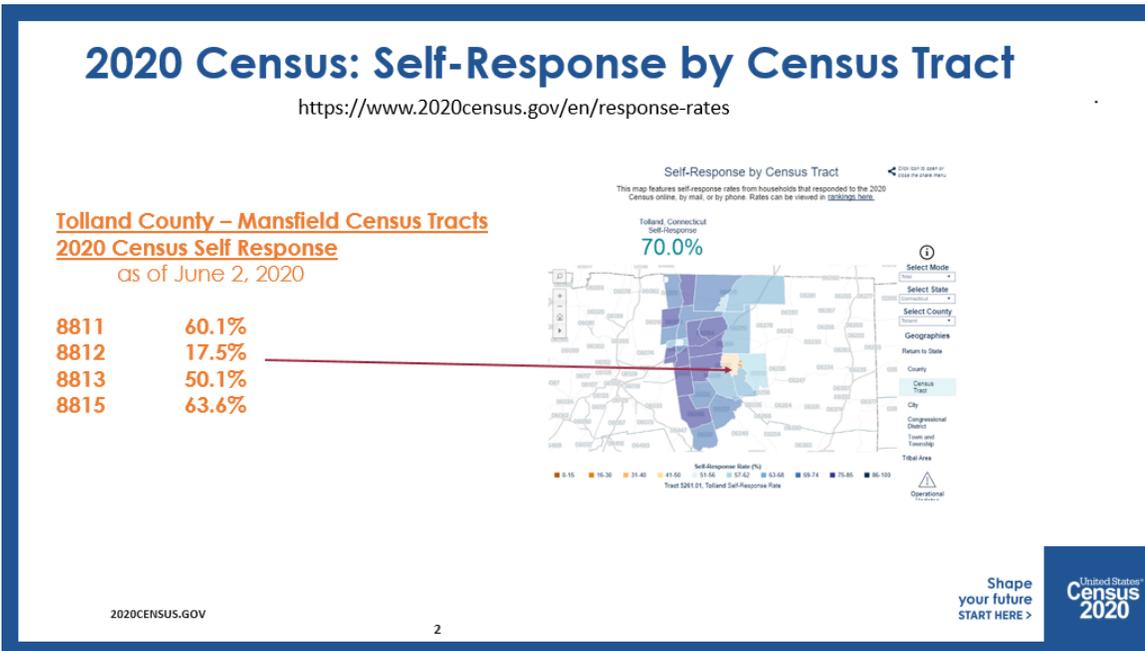
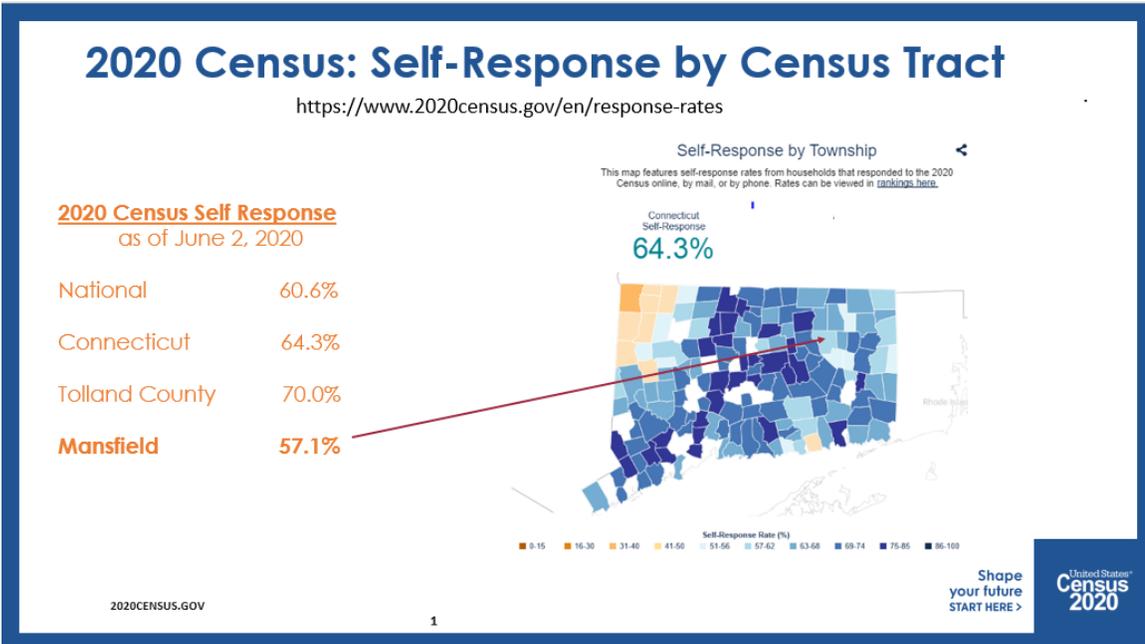
LAZ Parking Management
M - 540148 - Storrs Center
For the Eleven Months Ending May 31, 2020

	Current May	Prior May	Variance	Current YTD	Prior YTD	Variance
REVENUES						
Transient Parking	3,155.00	26,621.00	(23,466.00)	197,246.99	275,152.06	(77,905.07)
Violations	0.00	0.00	0.00	34,704.65	57,821.25	(23,116.60)
Monthly Parking	29,101.92	31,877.68	(2,775.76)	333,927.61	345,844.17	(11,916.56)
Gross Revenue	32,256.92	58,498.68	(26,241.76)	565,879.25	678,817.48	(112,938.23)
Sales Tax	(1,925.12)	(3,492.87)	1,567.75	(33,000.97)	(40,532.72)	7,531.75
Net Revenue	30,331.80	55,005.81	(24,674.01)	532,878.28	638,284.76	(105,406.48)
OPERATING EXPENSES						
Payroll	9,323.19	10,092.84	(769.65)	110,359.98	108,429.02	1,930.96
Payroll Taxes	818.94	1,130.85	(311.91)	13,239.66	10,759.08	2,480.58
Workers Compensation Insurance	66.16	496.00	(429.84)	2,149.45	5,043.88	(2,894.43)
Health Insurance	1,465.32	1,595.33	(130.01)	14,713.58	18,140.32	(3,426.74)
401K Company Match	153.29	139.00	14.29	1,450.68	2,536.04	(1,085.36)
Data Processing Fees	0.00	128.00	(128.00)	104.84	1,233.56	(1,128.72)
Vehicle	0.00	36.46	(36.46)	279.03	609.41	(330.38)
Utilities	4,684.41	212.12	4,472.29	52,595.17	43,151.36	9,443.81
Maintenance	0.00	13,636.97	(13,636.97)	20,450.56	40,873.68	(20,423.12)
Vehicle Lease	0.00	0.00	0.00	0.00	27.27	(27.27)
Operating Supplies	66.49	59.38	7.11	2,136.58	1,720.61	415.97
Elevator Maintenance	4,547.36	1,100.70	3,446.66	11,268.61	21,057.99	(9,789.38)
Uniforms	0.00	0.00	0.00	0.00	1,388.69	(1,388.69)
Dues	0.00	0.00	0.00	0.00	313.53	(313.53)
Licenses and Permits	0.00	0.00	0.00	480.00	0.00	480.00
Claims	0.00	2,875.64	(2,875.64)	150.00	2,875.64	(2,725.64)
Office Supplies	0.00	68.14	(68.14)	1,524.17	651.04	873.13
Bank Fees	107.30	238.00	(130.70)	1,805.30	2,074.72	(269.42)
Credit Card Fees	507.81	2,229.37	(1,721.56)	16,627.00	18,723.68	(2,096.68)
Telephone	92.91	652.65	(559.74)	2,989.66	4,930.20	(1,940.54)
Cell Phone	35.01	0.00	35.01	1,453.11	0.00	1,453.11
Signage	0.00	0.00	0.00	469.69	150.99	318.70
Incentive Fee	0.00	891.00	(891.00)	0.00	6,183.34	(6,183.34)
Management Fee	1,294.00	1,293.89	0.11	14,234.00	14,153.90	80.10
Pay Station Solutions	0.00	0.00	0.00	667.35	0.00	667.35
Sweeper	0.00	0.00	0.00	8,000.00	0.00	8,000.00
Power Washing	0.00	118.58	(118.58)	0.00	6,074.18	(6,074.18)
Insurance - GKL	1,379.20	495.58	883.62	12,290.16	7,362.84	4,927.32
Computer	0.00	0.00	0.00	995.98	0.00	995.98
Snow Removal	1,150.39	0.00	1,150.39	17,191.44	39,720.69	(22,529.25)
Tickets/Cards	0.00	0.00	0.00	1,705.90	1,902.57	(196.67)
Professional Services	285.22	44.67	240.55	575.18	822.23	(247.05)
Administrative Expense	0.00	75.15	(75.15)	0.00	2,034.85	(2,034.85)
Depreciation - Equipment	179.02	45.85	133.17	2,020.74	173.97	1,846.77
Call Center Operations	0.00	800.00	(800.00)	6,727.28	8,800.00	(2,072.72)
Fire/Sprinkler	0.00	0.00	0.00	0.00	105.00	(105.00)
State Taxes	0.00	0.00	0.00	82.00	750.74	(668.74)
Personal Property Taxes	0.00	0.00	0.00	556.68	547.82	8.86
Total Operating Expenses	26,156.02	38,456.17	(12,300.15)	319,293.78	373,322.84	(54,029.06)
Net Income	4,175.78	16,549.64	(12,373.86)	213,584.50	264,961.92	(51,377.42)

Note: Violations are distributed quarterly by the Town.

Tasha N. Smith

From: Catherine S Marx (CENSUS/NY FED) <catherine.s.marx@2020census.gov>
Sent: Thursday, June 4, 2020 1:00 PM
To: John C. Carrington
Cc: Kelly M. Lyman; Tasha N. Smith; Armstrong, John; Patricia R. Schneider; Yvette Gauthier; Ron Baker; Rebecca Fields
Subject: Mansfield Self Response Rates as of June 2nd



Catherine Marx

Partnership Specialist

New York RCC Field Division

U.S. Census Bureau

Office [603-738-7288](tel:603-738-7288)

Catherine.S.Marx@2020census.gov

[census.gov](https://www.census.gov)

Connect with us on Social Media

Tasha N. Smith

From: John C. Carrington
Sent: Wednesday, June 10, 2020 10:23 AM
To: Mansfield Dept. Heads; Kelly M. Lyman; Jill Krieger; Town Council; Charles Ausburger; David Freudmann; Alfred Fratoni
Subject: Fwd: Plans for Reopening in the Fall

FYI UCONN reopening plan

> _____
> From: Official Announcements - University of Connecticut
> <UCONN_OFFICIAL_ANNOUNCEMENTS-L@LISTSERV.UCONN.EDU> on behalf of
> President Thomas Katsouleas <president@uconn.edu>
> Sent: Wednesday, June 10, 2020 9:57 AM
> To: UCONN_OFFICIAL_ANNOUNCEMENTS-L@LISTSERV.UCONN.EDU
> Subject: [UCONN_OFFICIAL_ANNOUNCEMENTS-L] Plans for Reopening in the
> Fall
>
> To the UConn Community:
> I write to you today to share key initial aspects of our draft plans to reopen for the fall semester, which we will submit to the UConn Board of Trustees for its consideration, then to state government, in the coming weeks.
> Welcoming our community back to our campuses in any way is contingent on our ability to meet a series of “gating conditions” established by state government. The state and UConn continue to make progress on each, and I am optimistic that together we will be able to satisfy them in advance of the next semester.
> Our goal is to provide the highest-quality UConn education and campus experience as possible while also protecting the health of our community. So “returning” does not mean “back to normal.” Our draft plans call for an academic semester and campus experience that will be unlike any we have seen previously. Successfully coming back and maintaining safety will require the cooperation and flexibility of our entire community during the ongoing Covid-19 pandemic.
> Key aspects of the draft plans include:
> The first day of classes will be August 31 and we will offer a range of course modalities with some completely online, some in a face-to-face environment, and others being a blend of the two. Students will not return following Thanksgiving break and the remainder of the semester, including final exams, will be online. The capacity of classrooms will also be reduced to allow for six feet of separation between people. We will have strong provisions in place to make the classroom environment as safe as possible, but we will be able to ensure that students and faculty who want an exclusively online experience can have that.
> Our residence halls in both Storrs and Stamford will open, but with reduced density, and a new housing assignment process. Students do not need to reapply for housing. We will also set aside dedicated space should we need to isolate any students during the semester who fall ill. Students who will be living on campus (Storrs and Stamford) will be required to return approximately two weeks before the start of classes to allow for testing, as required by the state, and a period of quarantine. Potential testing protocols for other student populations, as well as accommodations and capacity, are still being evaluated.
> In addition to students, we are developing protocols for employee testing, in a prioritized fashion, which would begin before the semester starts. To help maintain reduced density in campus buildings, the university will also release additional guidance in the coming weeks for managers and employees regarding continued telecommuting during the fall semester for staff who are able to telecommute (with the agreement of their supervisor).
> Every member of our community will be required to wear a mask in public, common spaces, including classrooms. We have purchased enough masks to supply our entire community. If someone is unable to wear a mask, due to a medical condition for example, we will work with you to identify a solution before you return to campus.

> Health screening and monitoring will be continuous and we will reinforce the “stay home when ill” mandate for both employees and students at all times. We will promote frequent handwashing and/or sanitizers, physical distancing, and regular cleaning and disinfection of campus spaces. We will institute a variety of preventative measures through operational changes to our buildings, transportation systems, deliveries, and visitation as well as interactions with campus visitors and guests to help reduce the risk of spreading the virus.

> I know that our students, faculty, and staff will have countless questions. Over the summer, the university will continue to prepare, release, and update the volumes of material related to our reopening, operations, and the virus, and we will endeavor to answer every question as best we can.

> Today, I wanted to give you a piece of what our draft plans are for the fall, which, as I said, will be submitted to our board and then the state. There is much more to come.

> This is new for all of us. And returning successfully and safely depends on all of us. The hallmarks of success will be resiliency, flexibility, understanding, cooperation, and, as always, creativity. Fortunately, Huskies have each of these qualities in abundance. I believe there is no challenge we cannot meet and rise above as long as we remember that we are in this together.

> More information appears on this dedicated

> website.<<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Freopen.uconn.edu%2F&data=02%7C01%7Ccara.workman%40uconn.edu%7C6721833a3f924bdea87708d80d47a281%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637273948607758537&sdata=7Cj1O1iQ5a2fZGhydbwh%2Fc3Oyln9pXaBw4My2FrAKW8%3D&reserved=0>

> 2F%2Freopen.uconn.edu%2F&data=02%7C01%7Ccara.workman%40uconn.edu%7C672

> 1833a3f924bdea87708d80d47a281%7C17f1a87e2a254eaab9df9d439034b080%7C0%7

> C0%7C637273948607758537&sdata=7Cj1O1iQ5a2fZGhydbwh%2Fc3Oyln9pXaBw4My2F

> rAKW8%3D&reserved=0> Finally, even as we approach the fall with a

> sense of cautious optimism, I want to acknowledge the terrible toll the pandemic has taken here in Connecticut and around the globe. Though the number of cases, hospitalizations, and deaths mercifully continue to fall in the state, there remains a deep sense of grief for those we have lost. We will never forget this awful experience, but maybe in some way it has made us more grateful for what we have. In time, perhaps we will emerge stronger and wiser because of the painful lessons we have learned.

> I hope you have a healthy and enjoyable summer and I am hopeful beyond words that we will see each other again very soon.

> Sincerely,

> Tom

> Thomas Katsouleas

> President

> University of Connecticut

Tasha N. Smith

From: FERRIGNO, JONATHAN B <jonathan.ferrigno@eversource.com>

Sent: Thursday, June 11, 2020 12:48 PM

To: FERRIGNO, JONATHAN B <jonathan.ferrigno@eversource.com>

Subject: Eversource Flexible Payment Plans

Dear Community/Elected Official,

With states in our region moving forward with phased re-openings under their respective state of emergency declarations, we continue working at Eversource to safeguard health while ensuring the continued delivery of safe, reliable service. We also remain steadfast in our commitment to providing whatever support we can to customers who may be experiencing financial hardship during these uncertain times.

As part of those efforts, Eversource is offering flexible payment plans to all customers who are having difficulty paying their energy bill during the COVID-19 pandemic. While customers are not currently at immediate risk of losing service, these plans provide them with an important option whenever moratoriums on disconnections expire.

Establishing a payment plan enables customers to pay their past-due balances over an extended period, depending on their rate class and the state in which they live. Once participating in a payment plan, customers are protected from service disconnection and are not charged late fees or interest if they continue to make regular payments.

For financial hardship customers in Connecticut, Eversource continues to offer special payment arrangements, such as [New Start](#) and the [Matching Payment Program](#), which provide forgiveness on past-due balances based on making scheduled payments.

Thank you for your continued leadership and partnership as we work together to serve the public through these challenging times. Even if they've never needed help before, please encourage your constituents to contact us as our various payment plans are here to help ease their financial burdens during this difficult time.

Best,

Jonathan

Jonathan Ferrigno | Specialist - Community Relations & Economic Development | Eversource Energy

410 Sheldon Street, Hartford, CT 06106 | (860) 716-5339 (cell)

Jonathan.Ferrigno@eversource.com 

This electronic message contains information from Eversource Energy or its affiliates that may be confidential, proprietary or otherwise protected from disclosure. The information is intended to be used solely by the recipient(s) named. Any views or opinions expressed in this message are not necessarily those of Eversource Energy or its affiliates. Any disclosure, copying or distribution of this message or the taking of any action based on its contents, other than by the intended recipient for its intended purpose, is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and delete it from your system. Email transmission cannot be guaranteed to be error-free or secure or free from viruses, and Eversource Energy disclaims all liability for any resulting damage, errors, or omissions.

From: John C. Carrington <CarringtonJC@mansfieldct.org>
Sent: Tuesday, June 16, 2020 7:32 AM
To: Tasha N. Smith <SmithTN@mansfieldct.org>
Subject: Fwd: End police violence and reimagine public safety

For next packet

From: Velda Alfred <velda.alfred@uconn.edu>
Date: June 15, 2020 at 11:51:05 PM EDT
To: Town Mngr <TownMngr@MANSFIELDCT.ORG>
Subject: End police violence and reimagine public safety

Dear Manager Carrington,

As a person of faith, I believe police violence and brutality against black men and women must end now, particularly in light of the tragic and senseless recent killing of George Floyd, Breonna Taylor, and so many others. Police violence and systemic racial injustice is tied to America's original sin of racism and the abhorrent legacy of white supremacy. The time for bold reforms that ensure equal justice under the law extends to everyone is now.

As your constituent and a person of faith, I am asking you to do away with policies that lead to the unequal treatment of and violence against black, Indigenous, and people of color and adopt reforms drawn from evidence-based recommendations in the [Task Force on 21st Century Policing Report](#), [Campaign Zero](#), and more.

Specifically, we call on mayors, local officials, and local police precincts to:

- Ban chokeholds and neck restraints in all cases
- Require officers to de-escalate situations when possible, eliminating or reducing the need to use force
- Require officers to give a verbal warning before shooting
- Require officers to exhaust all other alternatives, including non-force and less-lethal force options prior to resorting to deadly force
- Ban shooting at moving vehicles
- Require officers to intervene and stop the use of excessive force by other officers
- Establish a use of force continuum that restricts the most severe types of force
- Require officers to report each time they use force or threaten to use force against civilians.

Every city should adopt these policies immediately. Furthermore, we call on you to begin the process now to reimagine public safety by reinvesting city budgets in programs that expand and enhance restorative justice programs, provide alternatives to incarceration, demilitarize the police, provide crisis intervention and de-escalation training, increase community engagement, and expand holistic collaborative services.

The time is now to finally fix this broken system, locally and nationally.

Sincerely,

Velda Alfred

191 Auditorium Rd

Storrs, CT 062699012

velda.alfred@uconn.edu

John C. Carrington
Interim Town Manager

June 16, 2020

Katie Bell, Psy.D.
4 South Eagleville Rd
Mansfield, CT 06268

Re: LGBTQ Liaison

Dear Katie:

This letter is to confirm your appointment as the LGBTQ Liaison to the Mansfield Town Manager's Office. This appointment is effective immediately and will remain in effect until cancelled or revoked.

The Town of Mansfield is committed to creating an environment where everyone feels safe and welcome. We look forward to you leading the charge of providing support services and education to staff and the community on diversity and inclusion.

I trust that you will find the work of this position rewarding, and I greatly appreciate your willingness to serve the Town of Mansfield in this capacity.

Please do not hesitate to contact me with any questions regarding your appointment.

Regards,



John C. Carrington, P.E.
Interim Town Manager

CC: Town Council
Holly Schaefer, Director of Human Resources
Sara-Ann Chaine, Town Clerk